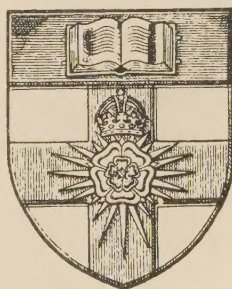


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CONTENTS OF VOLUME 24

NUMBER 1, JANUARY 1961

Changing Times.....	MARY GIVENS BRYAN	3
Archival Principles of Arrangement.....	T. R. SCHELLENBERG	11
North Carolina's Local Records Program.....	H. G. JONES	25
The German Foreign Ministry's Archives at Whaddon Hall, 1948-58	GEORGE O. KENT	43
Conflicts in Collecting.....	DAVID C. DUNIWAY	55
The Fourth International Congress of Archivists.....	ERNST POSNER	65
Surveying for Archives Buildings.....	HENRY HOWARD EDDY	75
St. George Leakin Sioussat, 1878-1960.....	DAVID C. MEARNs	81
Roscoe R. Hill, 1880-1960.....	MARTIN P. CLAUSSEN	83
A Significant Order on Record Management.....	M. L. AHLUWALIA	85
Editor's Forum		88
Reviews of Books.....		90
Abstracts of Foreign Periodicals.....		102
News Notes.....		109

NUMBER 2, APRIL 1961

"In My Father's House Are Many Mansions".....	WALTER MUIR WHITEHILL	133
Bostonians and Their Neighbors as Pack Rats.....	L. H. BUTTERFIELD	141
James Harold Easterby, 1898-1960.....	W. EDWIN HEMPHILL	160
Manuscripts of Science—Analysis and Description.....	NATHAN REINGOLD	163
The Dating of Documents.....	HELEN L. CHATFIELD	171
What Are Archives?.....	ARTHUR H. LEAVITT	175
Reviews of Books.....		179
Abstracts of Foreign Periodicals.....		189
News Notes.....		201
Bibliography: Writings on Archives, Current Records, and Historical Manuscripts, July 1959-June 1960.....		234

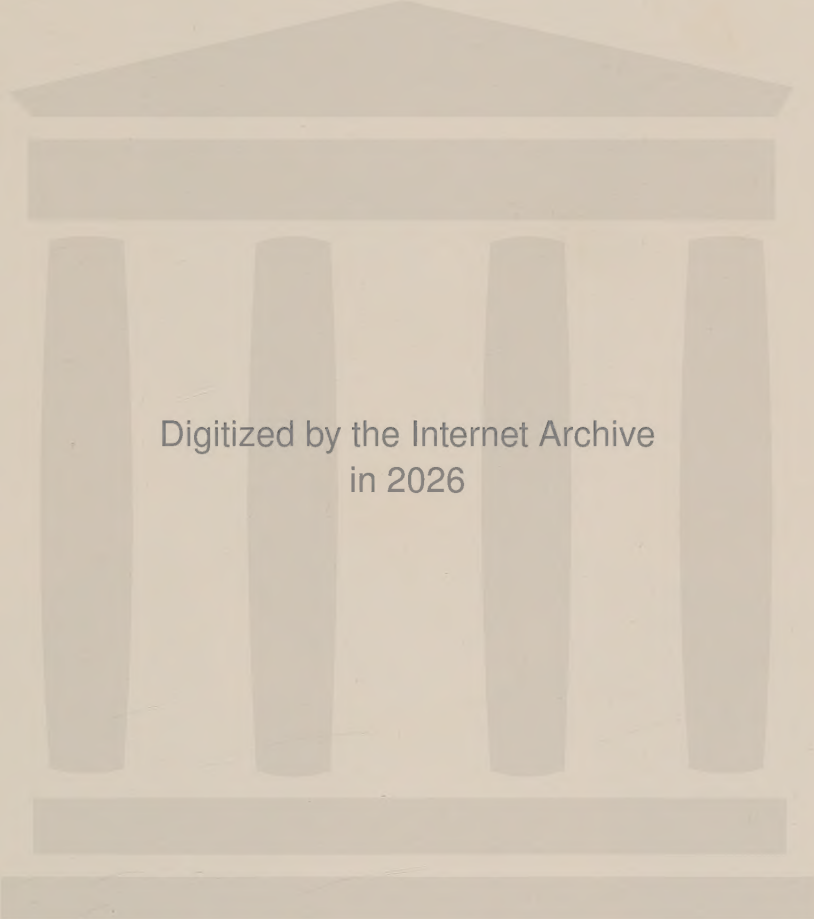
NUMBER 3, JULY 1961

The State of Records Management.....	THORNTON W. MITCHELL	259
Information Retrieval.....	THOMAS WILDS	269
Dead Figures? No—Live Facts!.....	ROLAND H. LANGELIER	283
Garfield Tries the "Type-Wrtter".....	<i>facing</i>	288
State and Local Government Records Programs.....		
.....	REX BEACH and JOHN T. CATON	289

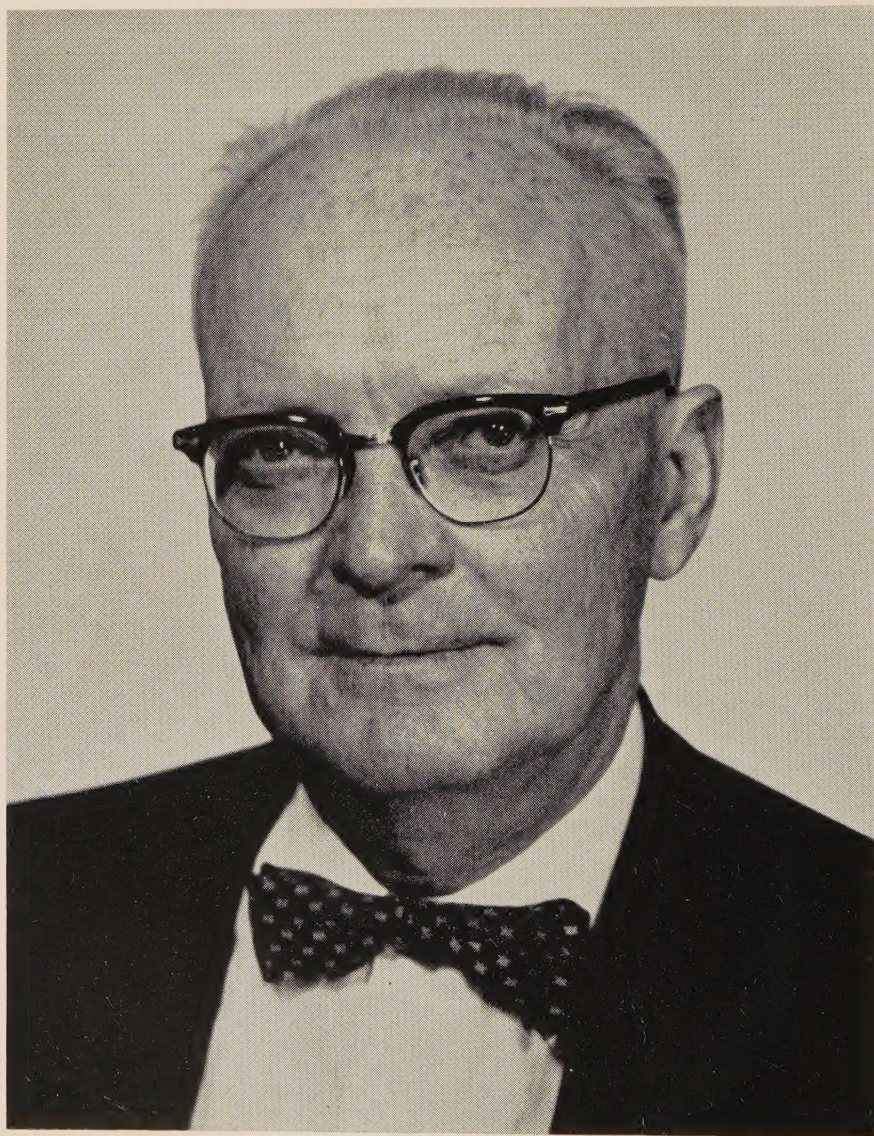
Trends in County Records Management.....	EDWARD N. JOHNSON	297
Pioneering in the Control of Medical-Clinical Case Records.....	VIRGINIA LAKE	303
New-Type Storage for Records.....	J. H. DENNY	309
Professional Training in Industrial Records Management.....	ARTHUR BARCAN	313
The United Nations Correspondence Classification Manual..	OFRA CORE	317
A Tentative Survey of Business Archives.....	HELEN L. DAVIDSON	323
Identification of Business Records for Permanent Preservation.....	ARTHUR M. JOHNSON	329
Acquisition in Industrial Archives.....	JAMES E. BARRETT	333
Museum Artifacts in Company Archives.....	BRUCE SINCLAIR	337
Exploiting the Business Records Collection.....	GEORGE S. GIBB	339
Income-Tax Records as Sources for Economic History.....	ROBERT S. LAMBERT	341
Sir Hilary Jenkinson, 1882-1961.....	OLIVER W. HOLMES	345
Editor's Forum.....		348
Reviews of Books.....		351
Abstracts of Foreign Periodicals.....		360
News Notes.....		365

NUMBER 4, OCTOBER 1961

Presidents of the Society, 1936-1961.....		i-xvi
American Church Archives—An Overview.....	MABEL E. DEUTRICH	387
The Struggle of Church Archives for Respectability.....	AUGUST R. SUELFLOW	403
Catholic Archives and Manuscript Collections.....	THOMAS T. McAVOY	409
The Moravian Archives at Bethlehem, Pennsylvania.....	KENNETH G. HAMILTON	415
The Records of the Moravian Mission in Labrador.....	W. H. WHITELEY	425
Protestant Episcopal Church Archives.....	DORMAN H. WINFREY	431
Methodist Archives in the United States.....	WILLIAM E. LIND	435
The Baptist Sunday School Board and Its Records.....	BELDEN MENKUS	441
A Manual for Church Archivists.....	MELVIN GINGERICH	445
The Small, Limited, or Specialized Church Archives.....	PASCAL MARIE VARIEUR	451
Georg Winter, 1895-1961.....	ERNST POSNER	457
Reviews of Books.....		461
Abstracts of Foreign Periodicals.....		469
News Notes.....		483



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PHILIP M. HAMER
President, Society of American Archivists
1960-1961

Changing Times

By MARY GIVENS BRYAN*

*Georgia Department of State
Department of Archives and History*

“IN the beginning was the Word”—and man has been concerned with its preservation ever since. The burning desire of man has long been to leave behind some record as a guidepost for generations following him down the corridors of time. We are living in an age when man’s greatest ambitions are seemingly on the edge of fulfillment, when the stars towards which man has reached for untold centuries suddenly seem only an arm’s length away. Within our time—during the last half of this twentieth century—we shall know perhaps the secrets of the stars. The ingenuity of man has enabled us at last to make a key to fit the lock of eternity.

Measured against the progress the 1960’s will record, conditions in State archival institutions in 1933—the year my work in one began—seem primitive indeed. What was it like in those days? The National Archives was not to be established until the following year, 1934. There were no training courses for archivists. For restoration of manuscripts, the old silking process was being used. There were no developed systems and procedures for collecting and controlling archives. Manuscripts were being cataloged as if they were library books. Laminating and microfilming of records were untried processes. There was no Society of American Archivists to turn to for guidance. There was no uniform State archival legislation.

My State of Georgia was deficient or lacking in all these things, but we were not unique. Looking about, we discovered that other States were also in their archival infancy. Some State archives were being administered by historical societies, libraries, historical commissions, or secretaries of state; some few were independent agen-

* Presidential address, Oct. 6, 1960, at the annual meeting of the Society of American Archivists in Boston, Mass. Mrs. Bryan, a Fellow of the Society and Director of the Georgia Department of Archives and History, is beloved not only as “Georgia’s Miss Mary” (the title of an article about her in the Dec. 1959-Jan. 1960 issue of *Georgia Magazine*) but as the professional mentor of her colleagues in many other States. Her and Secretary of State Ben W. Fortson’s longtime campaign to obtain funds for a new State Archives Building became successful in 1960 under the administration of Gov. S. Ernest Vandiver, and they are now working closely with State Auditor B. E. Thrasher, Chairman, State Office Building Authority, and the architect, A. Thomas Bradbury, on plans for the \$3,000,000 structure. Her photograph appears as a frontispiece in the Jan. 1960 issue of the *American Archivist*.

cies, embracing all types of cultural activities. Some States had no archival agencies at all, and I regret to say that four of our States still have none. There was little archival literature and there were no American manuals on archival practice. *Modern Archives; Principles and Techniques*, by T. R. Schellenberg, was not published until more than 20 years later.

Attics, closets, and basements of State capitols periodically yielded packing boxes of records, and lack of space soon became a byword. We were old hands in the space battle long before the conquest made headlines for the scientists. Nevertheless, scientific explorations of *outer space* seem likely to become an accomplished fact much sooner than the archivists can perfect ways to keep from running *out of space*.

But back to the dim days. On the part of State administrators there was little interest in archives and records, and that little was vague. Few could even pronounce the word "archives," and those who could thought that it meant only ancient records. Our public archives were looked upon by the ordinary citizen as places for the select few, for scholars and historians engaged in research and special writing. In State archival institutions the archivist has always clearly understood that he must serve scholarship, but the general public was not then educated to the realization that such an institution was also a public service agency to State and local government and to the people. But, with meager funds and a correspondingly inadequate staff, none of us could carry out the purposes of the laws that established our archival institutions and outlined our duties and functions. In the area of understanding we were so isolated from the civilization whose records we were trying to preserve that our cries for help reached the public only as faint murmurs.

Among us, however, were some pioneering souls; and a few scholars, historians, librarians, and curators of historical manuscripts did strike out bravely in the first half of the twentieth century, bringing to public attention the chaotic conditions in archives across the nation. The *methods* our trailblazers used in evoking the awareness of the American public were new, but their problems were by no means new. The 1794 "advice on records" by Court Councilor and Professor Carl F. Haeberlin, translated for us by Fritz Morstein Marx in his article in the January 1952 issue of the *American Archivist*, is as timely today as it was foresighted in 1794.

Our road was rough, but it was not without wells beside which we could pause for refreshment. There was comfort, too, in knowing that even if the world was not ready for the course we were charting, future generations might be in on its development—even

as we now are witnessing practical application of the computer principles projected in 1833 by Charles Babbage, the father of modern electronic computers, whose invention of an "analytical engine" preceded by 100 years its adaptation for use.

Twenty-seven years ago the problem of what to do about the records looked big, even vast, but we had only a shore-line view as we stood on the beach of the 1930's.

Times began to change in 1934 with the establishment of the National Archives. In 1937 another ship was launched with the first annual meeting of the Society of American Archivists in Washington. As Margaret C. Norton pointed out in a former presidential address, the New Deal had made available millions of dollars for archival work through the Historical Records Survey. Through the Public Works Administration, some Federal funds matched State funds for State archives and library buildings. All of these happenings between 1934 and 1940, while the country was yet in the throes of depression, would have been a tremendous boon to our profession, as Miss Norton pointed out, had we but been prepared to give professional guidance. There were, however, only a handful of trained archivists to meet these challenging opportunities or to offer real leadership to the Historical Records Survey. How little our profession had to offer the first Archivist of the United States, R. D. W. Connor! Some State archival institutions were older than the National Archives; the first, in Alabama, dated from 1901. A few archivists were called to Washington, but most of the staff of the National Archives had to be recruited from ambitious young scholars willing to experiment with new techniques.

During my year as your president I have been on a journey of review across a total of 8,440 pages of the *American Archivist*, the voice of our profession, which this year observes its 22d birthday and the completion of its 23d volume. The Society's 15 presidents have made 16 presidential addresses, all delivered at annual meetings and published in the *American Archivist* between 1938 and 1960. This reviewing junket of mine has been a sentimental journey because I have, along with some of you, been in on the groundwork, and have had the pleasure of knowing personally our professional colleagues as we have struggled together to solve our problems. A few of them, no longer living, left a firm foundation for our American archival profession in the record of their experiences, thinking, and professional wisdom.

You do not need me to define "archivist," "records manager," "records administrator," in this paper. Far more has been said than done about our being one and the same. We want to promote our

partnership, and this means "giving" on both sides. The problems, goals, and philosophy of the archivist have been discussed with blueprint exactness in articles published in the *American Archivist*. Such articles have not always referred to the records manager in their titles; but if you records specialists read carefully, you will find a cohesion of purpose between the archivist and the records manager and will gain a better understanding of our mutual responsibility.

Perhaps we need to set up a "forum," with topics such as "The Records Manager Looks at the Archivist" and "Archivists Look at Records Managers." Although, with some justification, some of the records people still think that long-haired archivists live in ivory towers and wear thick lenses—the better to pore over ancient documents—today's practicing archivist is much more than a mere custodian of records. We are in there pitching on the very day when records are created, whether in textual or other forms, and we want to help the records manager preserve the suitable records, which become the later "archives." The success we achieve in our common field can be measured only in the satisfaction felt by those we are employed to serve. We are a common profession but we serve different interests in the records field. Let's "blast off" together into outer space, with a better understanding of our common goals. How many people in the archives profession are interested to the full extent in information theory—new communication and computing devices—in charting or planning for the future? A new technology—in the mechanized systems for searching, correlating, and synthesizing recorded knowledge—will doubtless be in general use in the not too distant future. Again, are we all ready for these "changing times"?

Without a review of the past we do not know what to do with today or how to plan for tomorrow. When men begin to think, they can base their thinking only on the facts of the past. Although study of the past does not make a dull man intelligent, not even the brilliant man can act intelligently without some knowledge of the past. We archivists as a professional group are not using what is available in print in our field, nor are we keeping up fully with new literature touching on our interests. More of us need to enroll, perhaps, in a Speed or Rapid Reading School or a Reading Dynamics Institute!

Our Society's interests go far beyond purely technical or narrowly professional matters. There has been too much grumbling in recent years among the different elements in our Society, which might be

disturbing if we did not recognize it for what it is—"change we think we see in life due to truths being in and out of favor."

What are these truths in and out of favor? Several of our past presidents—Wayne C. Grover and Morris L. Radoff, for instance—have spoken in their presidential addresses of the new specialists in records management who emerged in the 1950's. Whether our common interests are many or one is not the point I wish to consider here. I wish to emphasize what I believe to be our trouble area.

Actually the truths at odds are those of the specialist and the generalist. The generalist takes the eagle's-eye overall view of our profession, the specialist the closeup, worm's-eye view. A specialist has been defined as "one who knows more and more about less and less, until he knows everything about nothing." *A Society composed only of specialists would soon collapse, for nobody would be left with the overall view—nobody who could see the woods as well as the trees.* Now I am not belittling the specialists. Specialists we must have, more of them all the time, but everyone should be "educated" in a wider sense. We need more specialists equipped with broad perspective, to exert critical judgment on what they are doing as specialists. Business and industry say that generalists are badly needed in the corner office. The specialist cannot function effectively at the top level of management if all he brings to it is his specialty. What we need in our Society is more specialists who are capable of functioning as generalists. The narrowly trained expert may be in for a nasty jolt as his skills grow out of date. The only safety in the years ahead lies in a professional training so broad and flexible that the individual can survive and adapt himself to changing situations. It is possible to be both a generalist *and* a learned specialist. One who is both has written this to his specialist friend: "Wake up! Live at the level of your time! Crawl out of that talent-trap which you refer to as your 'field' and look around. You may learn something about the only era you will ever live in, and about the only species you will ever be a member of." Let's not lose each other in our specialties; let's keep that one communication line always open—the knowledge we all should hold in common. We need more leaders who are generalists in our profession, who can understand the main findings of the experts and can translate them in the broadest terms for us who need that overall view.

As a writer on "The Nature of Information Retrieval," in *Modern Trends in Documentation*, declares,

the nostrums, the hardware, even the systems that we advocate today will be as dead as mutton ten years from now. And most of us won't be; that's one of

the reasons why there is still some faint value in liberal education. If we are taught how to think, if we are taught the basic sciences, the basic languages, the basic arts of communication, we will have some value from our education still remaining ten, twenty, or even thirty years from now. Let's keep our interests alive but at the broadest level so that when it turns out that we have backed the wrong hardware we won't be left without any valuable experience.

Also, whether we are archivists or belong to the special area within archives administration called records management, we need to know and constantly study American history and American government. The voice of our Society has been strongly urging this need for many years. It has pleaded for more administrative histories of our States and local governmental agencies, of which the shortage is especially acute. It seems to me that some of us have failed as conductors of energy in our dynamic system. Our advancement hinges on the efforts of the *whole* man. As disconnected components, we shall be completely lost in the supersonic era in this last half of the twentieth century. The whole man must be a happy combination of the generalist and the specialist.

It is true that this is the age of the manager. Management has become a science and requires men of special ability who have learned its techniques through both formal study and intensive practice. Management is the marshaling of resources to get a job done. What's new is that nonbusiness, nonprofit, public-service enterprises, such as government on all levels, are turning to the professional manager. In our "population explosion" the demand for public services is growing rapidly and their administration is becoming more complex. In the past, government agencies, cities, hospitals, colleges, could be administered by people who had little if any training in management. Not now.

In the Society of American Archivists the committees are basic. Originally set up to fill the needs of an earlier day, they were overhauled in 1954 by the then president, the Archivist of the United States. As I see it, the responsibility of our committees does not end with carrying out their assigned special area and duties. The chairmen of committees have a moral obligation not only to our profession but to society. Appointment to one of our committees opens the door of opportunity to explore, to ferret out, and to pass on to the rest of us—and particularly to our newer members—the information and advice they and we are seeking. The healthiest sign of growth has been the recent inauguration of workshops at our annual meetings. Here the specialists can come together and discuss their common interests, projects, and problems. Here the gen-

eralists can receive the benefit of the specialists' thinking, and vice versa.

Obviously the projects and studies of our profession cannot be geared to night-shift production. We need grants to give us money and time for such projects. The Carnegie Corporation of New York has recently supplied a grant to study State Libraries in the United States, which will include State Archives under the administration of State Libraries. At this time many interesting studies are going forward, which will benefit all cultural activities. Archival agencies, libraries, historical societies, museums, and custodians of historic sites and monuments merge at the cultural level to preserve and teach the best from the past and present. The future will see many cultural centers in our States, utilizing different buildings for different purposes. Certainly our thinking about functional buildings is changing as the pattern of progress grows clearer. No one building can any longer contain all the facets and factors of our culture.

Present-day educators state that the sum total of man's knowledge has doubled in the last ten years and will double again in the next ten years. As we stand on a new frontier, bringing us more records—not only textual but in the form of motion pictures, sound recordings, punch and aperture cards, video or magnetic tapes, electrostatic prints, electronic computations, and many more—it is plain that archivists will tend to become less concerned with preserving records in paper form than with preserving them in their newer forms. Modern tools and devices are on the way in, the paper business is on the way out, and we may predict that the 1960's will be known as the "systems decade." Are we ready to meet the challenge of tomorrow? To meet the many satellites soon to be in orbit, the American archivist and the American scholar must also get into orbit!

Let's take inventory and get a new bearing on where we are going and how we are to manage, select, preserve, and use the records and techniques of today and tomorrow. Is it unreasonable to suppose that if microfilm is going to become really accessible, home viewers will become as commonplace and as necessary to an educated world as books and magazines? The day is coming when historians and other investigators can borrow—from our archives, manuscript depositories, and libraries—records on film, which will be charged out like books and can be read and studied leisurely on home viewers.

Finally, lest we prepare for finality instead of a future, are we ready for atomic warfare? We hope and pray it will not come, but hopes and prayers do not exempt us from preparation. The Office of Civil and Defense Mobilization (OCDM), is thinking ahead about

the preservation of essential records by State and local governments; its proposed legislation will receive consideration in most if not all of our 50 States during the next 2 years. This should give our State archivists and records managers the opportunity to improve the scope and quality of State records programs. Our Society was one of the 12 participating organizations giving professional advice to OCDM in the development of its program. We must see that this proposed legislation is channeled to State administrative departments responsible for our archives-records programs.

This activity could open the doors of State and local administrators to the realization that *their* records should be the concern of the archives-records managers. As State archivists and records administrators, some of us have barely scratched the surface in carrying on a State and local records program in the true sense of the word. We need to emphasize that local history is a miniature of American history. Ours is the responsibility for seeing that the best of Americana is preserved for generations to come after us, and that the records they will need are intact.

These are, indeed, changing times. For the years ahead many scholarly interpretations can be placed upon the slogan engraved in the granite of our National Archives Building: "What is Past is Prologue." I give you, in closing, the taxi driver who, when asked what he thought the words meant, gave an answer that neatly encompasses the whole man's outlook. Said he from the corner of his mouth: "You ain't seen nothing yet!"

FDR Took a Sample

The President then said that shortly after he had become President Sumner Welles had complained to him about lack of room in the State Department, that he had told Welles that they ought to move out their old files. He said that Welles said that they had no old files, that everything they kept in the files in the office of the State Department was current and had to be referred to frequently. The President said, "A short time later I went over to the State Department and was wheeled down one of the corridors. I stopped at an office and went in. There were a few people working there and there were some files. I went over to the files and opened one at random and took out a folder." He said, "It was dated 1904 and had to do with the raising of horses." He said, "I told Sumner about this and asked him if that was what he meant by 'current files.'"

—From a memorandum of a luncheon conversation between Charles W. Taussig and President Franklin D. Roosevelt, Jan. 16, 1945 (Taus-sig Papers in the Franklin D. Roosevelt Library, Box 52).

Archival Principles of Arrangement

By T. R. SCHELLENBERG*

National Archives

ALL classification or arrangement work involves a breakdown of a whole into its parts. This can easily be illustrated by looking at what is done while classifying in the physical sciences. In biology, for example, a specimen is dissected in order to classify it; in chemistry a compound substance is separated into its constituents in order to identify it; and the same method is followed in all other physical sciences. The very process of analysis is one of separating anything, whether an object of the senses or of the intellect, into its parts. By this process it is possible to distinguish each of the parts, separately, and to understand their relation to each other and to the whole. The same is also true in the social sciences and in the professions dealing with the materials of social sciences.

In arranging a group or collection an archivist should obtain a general knowledge of its meaning or essential nature and its structure before proceeding to deal with its parts. The arrangement, in a word, should proceed from an understanding of the whole group or collection; it should not be separated on a piecemeal basis. This fact has been ably stressed by Ellen Jackson in an excellent article on "Manuscript Collections in the General Library" in the April 1942 issue of the *Library Quarterly*:

It is worse than useless—it is extremely dangerous—to try to arrange any portion of a collection without a considerable familiarity with the whole. Even if the papers appear to be completely disordered, breaking up an old file may destroy a clue vital to the nature and original condition of the whole collection. The librarian or assistant who is to handle it can do no better at the start of work than to sit down and begin exploring, like an archaeologist digging in a prehistoric rubbish heap, not looking for anything in particular, but alert for

*The author of *Modern Archives; Principles and Techniques* (Chicago, 1956), is well known to our readers. Dr. Schellenberg, a Fellow of the Society of American Archivists, is Assistant Archivist of the United States for the National Archives. A Spanish translation of this article, by Gunnar Mendoza L., was published in pamphlet form by the Archivo Nacional de Bolivia, Universidad de San Francisco Xavier, Sucre, in 1960 (Serie Archivística y Bibliográfica, 1), but the article has not heretofore appeared in English.

whatever significant items may meet his eye, always aware that the arrangement of materials may be as significant as the materials themselves.

Three levels of record units may be distinguished: (1) the very large, consisting of either groups of public papers or collections of private papers; (2) the intermediate, consisting of subgroups and series; and (3) the small, consisting of record units composed of individual documents or aggregations of documents fastened together into folders, binders, volumes, and the like.

In this article we are concerned with the principles that should be followed in dealing with record units. There are two basic principles of arrangement that have been developed through years of experience. The first, which is generally known as the principle of provenance, is that archives should be kept according to their source. The second is that archives should be kept in the order originally imposed on them. These principles relate, in a word, to two distinct matters: (a) provenance and (b) original order.

Two things should be accomplished by arranging records. The first is to preserve their evidential values. Such values should be preserved, it should be underscored, in private as well as public papers.

An archivist normally deals with records that have an organic character. This is the case with respect to all records of public bodies, such as governmental agencies; all records of private corporate bodies, such as businesses, churches, learned institutions, and the like; and many records produced by individuals who engaged in extended activities of one kind or another. Perhaps the only records that do not reflect organic activity are artificial collections of private papers brought together by collectors or by archivists themselves.

Records that are the product of organic activity have a value that derives from the way they were produced. Since they were created in consequence of the actions to which they relate, they often contain an unconscious and therefore impartial record of the action. Thus the evidence they contain of the actions they record has a peculiar value. It is the *quality* of this evidence that is our concern here. Records, however, also have a value for the evidence they contain of the actions that resulted in their production. It is the *content* of the evidence that is our concern here.

These added values—values because of their production during action and their evidence of action—will be referred to as evidential values. Let us examine these values a bit further.

The character of the evidence in archives has been stressed for many years. As early as 1632 Baldassare Bonifacio referred to it

in his essay "De Archivis." He wrote that "so great is the respect for archives that credence is obviously to be given to instruments produced from a public archives, and they make, as the jurisconsults say, 'full faith.' "

In England, the English archivist Sir Hilary Jenkinson refers to this quality as the "evidential value of records." Public records, according to Jenkinson, have a quality that is derived from the way they came into being, a quality that makes their evidence on the matters to which they pertain unusually valuable. In commenting on Jenkinson's views Ian Maclean, the Chief Archives Officer of the Commonwealth of Australia, observes, "The archivist's whole methodology is based on the sanctity of his Archives as evidence. Being records of transactions of which they themselves formed a part, Archives are, in a particular sense, authentic and impartial."

Archives also have an obvious value as evidence of the actions that resulted in their production. One of the basic approaches in evaluating records produced by public bodies is to select for retention those that show the functioning of such bodies. Every governmental archivist, for that reason, will preserve records containing evidence of the actions of the government he serves; every archivist dealing with records of private corporate bodies will preserve evidence of the actions of such bodies.

Records of organic bodies are normally arranged in relation to the actions that resulted in their production. The way they were brought together is therefore significant. According to Jenkinson, "they have . . . a structure, an articulation and a natural relationship between parts, which are essential to their significance . . . Archive quality only survives unimpaired so long as their natural form and relationship are maintained."

The second thing to accomplish by arranging records is to make them accessible for use. In order to do this it is necessary to arrange them so they can be described effectively. Arrangement, then, should also facilitate the description of records.

In analyzing the application of the two basic principles of arrangement I will try to show the extent to which they preserve the evidential values of records, make records accessible for use, and facilitate their description. They should be applied only insofar as something can be achieved by their application.

PROVENANCE

The principle of provenance stems from the French principle of *respect pour les fonds* first enunciated in regulations issued by

Guizot, French Minister of Public Instruction, in 1839. The principle, which was first applied to the records of the *départements* in the Archives Nationales, simply provides that records should be grouped according to the nature of the institution that has accumulated them. As originally formulated, the principle was not precise in its definition of the kind of organic body, for records from similar types of institutions could be grouped into a *fonds*, nor was it consistently applied after it was formulated.

The principle was made more precise by the Prussian archivists, who in 1881 issued regulations for arrangement work at the Prussian State Archives that provided that public records should be grouped according to their origins in public administrative bodies. The Prussian principle was called *Provenienzprinzip*, or the principle of provenance.

Let us see, first, what bearing the principle of provenance has on evidential values. And let us consider this matter in relation to (1) groups and subgroups and (2) series.

Groups and Subgroups

The principle of provenance means that records should be kept in separate units that correspond to their sources in organic bodies. Each unit should be treated as an integral unit. Each unit should be kept intact. Records from one source should not be merged with those from another.

Before the formulation of the principle, archivists often tried to arrange records on a subject basis. They thus arranged in relation to subjects records that were originally brought together in relation to action. In doing this they had to impose an entirely different order on the innumerable single documents that are created in the course of organic activity by any office, no matter how small.

A subject arrangement not only obscures the source of records in organic bodies and organic activities; it also destroys the original order imposed on them. It is thus a violation of both the principle of provenance and the principle of original order.

While the principle of provenance is now generally observed by archivists, it is often violated before records reach the archival institution. This often happens when records within an agency are rearranged after they have served their current uses. Normally they should be kept, insofar as possible, in the order given them by the agency in the course of its official business. If they are rearranged, care should be exercised that their organizational origins will not be obscured. In a word, the evidence of their source in an organizational unit should be preserved; thus records of one office of an

agency should not be merged with those of another, nor should records of various offices be reorganized into a new file.

In the Federal Government of the United States such rearrangements are often undertaken at the hands of official historians, who should be most concerned about the value of the evidence in records. While working with noncurrent records they often rearrange them by the subjects or topics in relation to which they are writing historical accounts. To the extent that they have an influence in regard to such rearrangement projects, archivists should counsel against them, for they seriously impair the quality of the evidence on organization and function.

If historians fail to preserve the evidential values of records by insisting on a violation of the principle of provenance, their action may be attributed to their ignorance of the archival profession, about which they are expected to know very little, and may for this reason be excused. But there is no justification, other than that of professional immaturity or ignorance, for an archivist to sanction or to participate in rearrangement projects that will destroy the evidential value of records.

While working with research materials historians may discover the organic relations that were destroyed by the dispersal of public records. They may find a map, for example, the identity of which was obscured by being buried in a geographic file that was once one of a series of maps pertaining to the Lewis and Clark Expedition (1803-6). Or they may find a letter embodied in a strictly chronological file that was once part of the files of some committee of the House of Representatives. While historians may derive a great deal of pleasure from fitting together the pieces of evidence, just as a child does in fitting together the pieces of a jigsaw puzzle, it is not the function of an archivist to create a jigsaw puzzle out of the research materials of his nation. It is his function to preserve them in such a way and at such places that their significance will be apparent and that the evidence they contain will be preserved.

Admittedly also, the arrangement of records is affected when an archivist retains part of the records of an agency and discards the rest. The retained records are obviously placed in a different relation to each other from the one they had in their current life. But this does not mean that the archivist while selecting records for retention should merge those of various offices with each other, or those of various activities with each other. If sound archival principles are followed the selected records are retained office by office and activity by activity, and there will thus be no fusion of files, no

creation of new files excepting by archivists who do not understand or who have no regard for archival principles.

The value of public records may also be destroyed by improperly removing them from public custody. Such records often lose their significance when they are taken from the record groups in which they belong. They lose their organic character, their meaning in relation to activities of a particular office. They should not be removed from the record groups in which they were embodied and scattered among various repositories. They should not be made truck in the public market to be hawked about by dealers and collectors.

Series

While I do not wish to discuss here the factors that are taken into account in creating record series, I must refer to them to make clear one essential fact. It is that, regardless of what factor led to the creation of a series, it is likely that the series was created in the course of performing a particular kind of action.

If, for example, the series was established because a group of records was arranged according to a particular filing system, such a series is likely to embody records resulting from the actions of a particular office. Or a series consisting of a particular physical type of records is likely to denote a particular class of actions, for physical types are created in relation to classes of actions—reports for reporting, questionnaires for questioning, and so forth. Or a series established in relation to a subject is likely to reflect actions in relation to the particular subject of concern to an office or an officer.

Let us, then, see how archival series should be dealt with.

Since series generally reflect action they should be preserved intact as a record of action. They should not be torn apart to create new series. While the arrangement of the particular record items within a series may not significantly reflect action, the series as a whole does. Each record item in it is thus a part of an organic whole. To separate it from the series in which it is embodied will impair its meaning, for the series as a whole has a meaning greater than its parts, that is, than the individual record items.

Series, just as archival groups and subgroups, should be treated as integral units. They should be kept apart from each other, for to arbitrarily combine series on different kinds of action into one file will confuse the record of action and vitiate the evidence that derives from the way records were brought together in the course of action.

Let me illustrate why series should be kept intact and separate from each other. In the case of the series within an archival group created by some bureau of the Federal Government, for example, one would normally find several kinds of series.

The most important of such series is the correspondence that is organized into a central file containing letters received or sent by bureau officials, copies of memoranda, reports, forms, and other administrative issuances. Taken as a whole the file contains records on every activity of the bureau and has a significance because it contains such records and no others; it contains no records of other bureaus except as they relate to its activities. Its value as a record of the activities of the bureau would be vitiated if it were merged with the central file of another bureau, or, for that matter, if records unrelated to the activities of the bureau were interfiled in it.

Or the series of a bureau may consist of the office files of its chief. Such a series has a significance as a record of his administrative actions, and this significance is obscured the moment the series, as such, is torn apart and the record items within it are merged with another file.

The series within a manuscript collection containing records of some noteworthy individual are similar in character to those in an archival group. If the individual, perchance, was a noted writer he doubtless accumulated a separate file pertaining to his literary activities, including manuscripts of his writings, correspondence relating to them, reviews of them, and other similar documents. If he also engaged in politics he doubtless accumulated an office file, which he removed on retiring from office, pertaining to his service on a legislative body. If he was actively interested in a business he doubtless kept records on his financial transactions if for no other reason than that of tax accountability. He probably also kept his personal and family papers apart from those relating to his other activities. His collection then falls into several natural series, each relating to a particular activity. These series have a value as a record of the activities to which they pertain; this value is lost the moment the series are not kept intact—the moment, for example, the various series are merged with each other into a chronological file—and once this value is lost it cannot be recaptured.

This value is something apart from the value of information in individual record items. It is a value derived from the arrangement of the collection into series, and this arrangement normally is one suited to the needs of the researcher, who is likely to be interested in the activities for which the individual was noteworthy and in relation to which he created the series.

Let us see, next, what bearing the principle of provenance has on accessibility.

Before the principle was formulated archivists, as we have seen, rearranged in relation to subjects records that were originally brought together in relation to actions. Such rearrangement work was very involved, no matter how small the holdings of an archival institution. It was so time-consuming that it normally absorbed all the time of an archivist forever and a day. It was also very difficult work, for the subjects in relation to which the records of any agency should be reorganized varied from one agency to another. The subjects, moreover, could not actually be chosen with finality until a fairly thorough analysis had been made of all the records to be reorganized. Any faulty choice of subjects led to faulty arrangement. And any list of subjects, no matter how carefully chosen, was not likely to cover all the records to be reorganized, with the result that a miscellany was usually left over—a residue of unclassified records.

The principle of provenance supplanted the procedure of arranging records according to subjects. It thus supplanted a completely impractical method of arrangement by a practical one, for arbitrary systems of arrangement cannot be applied to records without infinitely complicating the task of the archivist. It provided the archivist with a workable and economical guide in arranging, describing, and servicing records in his custody.

ORIGINAL ORDER

The second principle of arrangement to which archivists attach importance is that records should be kept in the order imposed on them during their current life. This principle is an outgrowth of the *Registraturprinzip* formulated by the Prussian archivists in 1881 to regulate arrangement work in the Prussian State Archives. The principle stated that "Official papers are to be maintained in the order and with the designations which they received in the course of the official activity of the agency concerned." This principle, which can be applied whenever records are properly arranged in a government agency before their release to the archival institution (as they are in German registry offices), has been the subject of a great deal of discussion among archivists in various countries.

Let us see what bearing the principle of original order has on evidential values. Does it provide evidence on how an organic body was organized or how it conducted its activities? Or on some other matter?

Let us consider this question in relation to (1) the arrangement of series within groups and (2) the arrangement of record items within series.

Series Within Groups

Here we are considering the relation of series to each other, not to their source. Obviously all series from a given source should be kept together, but in what order should they be placed?

The question to be answered here is the extent to which the arrangement of a series within a record group—whether a manuscript collection or an archival group—has a significance other than that of making the records accessible for use. I believe a careful examination of all aspects of this question will indicate that the arrangement of series in relation to each other is important mainly from the point of view of their usability, not from the point of view of their integrity as evidence of organization and function. The main consideration in preserving the integrity of records is that groups, subgroups, and series should be kept intact and treated as integral units. They should not be merged with one another: one group with another, one subgroup with another, or one series with another.

But the order in which series within a group or subgroup are placed normally has little effect on their evidential values or on the integrity of the group or subgroup of which they are a part.

Let us examine typical series within an archival group produced by a bureau of the Federal Government to illustrate this point. Such a record group usually includes the following series:

A series of general correspondence of the bureau as a whole.

A series of the bureau chief's correspondence.

Several series of divisional correspondence.

Series of questionnaires, reports, and other forms created to perform classes of actions.

Series of technical and fiscal records, and so forth.

The above series may be placed in any conceivable relation to each other without affecting the integrity of each of them or of the group as a whole. The arrangement, whatever it is, should be one that will contribute to an understanding of the significance of the records and make them intelligible to the user.

Items Within Series

The order in which individual record items within a series should be arranged in an archival institution depends on two considera-

tions: (a) the possible value of the arrangement in revealing the organic activity that resulted in the creation of the series, and (b) the value of the arrangement in revealing the information that is contained in the series.

Organic Values

The question here is: does the arrangement of the items in the series show how things were done? If so, to what extent is this the case?

While the original order of record items in a series is not a sacrosanct thing—something to be preserved at all costs—it may nonetheless be one that reveals the significance of records and makes them usable. Lester J. Cappon, Director of the Institute of Early American History and Culture, states that “a *corpus* of manuscript papers, being something more than the sum of its parts, is not susceptible to regimented arrangement without loss of character.” A collection of manuscripts, he adds, is more than “the sum of its parts,” so that the mathematical formula known to every schoolboy that “the whole is equal to the sum of its parts” does not apply. The added meaning which a manuscript collection or archival group has is presumably derived from the arrangement of its parts, the context in which they were kept, and the way in which, in general, the collection or group was organized during its creation.

The original order imposed on items within a series may show time sequences, personal relationships, or even organic activity. If read in chronological order, for example, the individual item may show how things actually happened, how an idea budded and blossomed into action, or how the thinking of a person developed. Similarly, if read in relation to particular persons under an alphabetical arrangement, the individual items may reveal in a striking way how a friendship developed, or how views were interchanged on sundry matters between two persons who corresponded with each other. If read in relation to an activity, the items may throw light on how an organization was started, on what work it performed, or on what resulted from its work. But normally such facts are obtained because the series, as such, was kept intact, not because of the order given the items within it.

Usually the order in which individual record items within a series are arranged does not significantly reveal how things were done. The order seldom has a presumptive value and usually must be judged strictly on its merits. As a rule it is important only to the extent that it makes the records usable. The single record items us-

ually derive no added meaning from their position among other record items, though a good arrangement may make their meaning more apparent.

To illustrate the validity of this point of view, let us examine how record items are arranged within series.

In current use are various filing systems, in accordance with which record items are arranged as they are accumulated. In accordance with them the individual record items may be arranged alphabetically, chronologically, numerically, or by subject, or under a combination of these various systems of arrangement. From an archivist's point of view, most of these systems are notoriously bad because they do not show how records were accumulated in relation to the activities to which they pertain. A file organized according to the Dewey-decimal system of notation, for example, may be broken down into ten main subject classes that may have little relation to the activities of the government body that produced the file. Nor are the divisions of the main classes likely to bear a relation to activity. While some filing systems are to be preferred to others from an archival point of view, no modern system reflects fully the activities of the body that produced the records organized under it. In a word, the arrangement of the individual record items does not contribute to an understanding of the activity that is reflected in the series as a whole.

Occasionally, however, the order imposed on items may reveal administrative processes. It may show, for example, how a given fiscal or technical operation was performed. Or it may show the sequence of action, or other organic connections. If the original order of the items within a series has any value in showing organic activity it should, by all means, be preserved.

Occasionally, also, the order imposed on items within a series may reflect how things were done in an office. The disorder of files is often characteristic of disorder in administration. And logically, therefore, an archivist, to preserve evidence of how things were actually done, should preserve records in the condition of disorder in which they were maintained during their current life. But this is obviously carrying logic too far.

Occasionally, also, the order imposed on items within a series may show the idiosyncrasies of an individual in filing, but these idiosyncrasies are important only if the individual who did the filing is important. When Thomas Jefferson, for example, who was accustomed to cataloging his library systematically, placed William Wirt's biography of Patrick Henry under the head of fiction it revealed Jefferson's estimate of the merits of the biography, and his

classification therefore had an added significance. But the idiosyncrasies of a file clerk in filing papers are not as a rule significant. Usually they are attributable to a lack of understanding of the techniques of filing and the principles of classification rather than to personal idiosyncrasies.

Informational Values

An exception to the rule of preserving records in their original order should be made when records are preserved solely for their informational content—without reference to their value as evidence of organization and function. Many modern records are preserved solely for the information they contain on persons or places or on sociological, economic, scientific, or other matters. Such records should be arranged solely with a view to facilitating their exploitation by scholars, scientists, and others without regard to how they were arranged in the agency that created them.

An example of such records is the climatological reports that were received by the National Archives from the Weather Bureau. Under the original arrangement of these reports it was impossible to ascertain what climatological data existed for a given place. They were, therefore, rearranged. The series created by each of the agencies that originally produced the records—the Surgeon General's Office, the Smithsonian Institution, the Signal Office, and the Weather Bureau—were kept intact, but the volumes containing the reports were unbound and the individual reports within them were rearranged by places (States and localities) and thereunder in chronological sequence.

Another exception to the rule of preserving records in their original order should be made when the original order is not ascertainable or is manifestly bad. While most records developed by European governments are organized in registry offices before their release to archival institutions, many records of the Federal Government of the United States are left in a disorganized state. Several attempts have been made to bring uniformity on a national scale in the recordkeeping procedures of Government agencies, but the only result has been the adoption of systems that have tended to complicate rather than to simplify the organization of the records of any particular agency. Few records, even at the present time, are organized with the consideration in mind that they may eventually be transferred to an archival institution. And in the past, when no such institution existed, records were simply allowed to accumulate and, having served their current purposes, were relegated to out-of-the-way storerooms. The basic condition is gen-

erally lacking by which the principles of the German and Dutch archivists concerning the preservation of the original order established in a registry office can be made to apply. The reconstruction of the original order, therefore, is often very difficult and occasionally undesirable. The original order—to use the words of the Director of the Prussian State Archives in describing older registries—is “without system, foolish, and impractical.” In such cases, the arrangement to be imposed on the records should be determined by the archivist.

Let us now see what bearing the principle of original order had on accessibility.

The significance of records must, of course, be made known in finding aids, and the way records may be described depends on the way they were arranged. If the records were arranged in a chronological sequence the only descriptive data provided by their arrangement are dates; if they were arranged in an alphabetical sequence the descriptive data are somewhat more complete in that information is provided on the correspondents involved; if they were arranged by subject the descriptive data are still more complete. The production of finding aids is also an important consideration in making records available for use, and the arrangement of individual record items to facilitate their description thus also indirectly facilitates their use.

SUMMARY

In recapitulation, then, there are two basic archival principles to be observed. While the principle of provenance is basic and inflexible and relates to a matter of the highest importance to the archival profession, the principle relating to the original order of records involves mainly matters of convenience or use.

The principle of provenance relates to the integrity of archives—the preservation of the values that inhere in them because of their organic character. While arranging records there are two things that will seriously affect their evidential values. One is anything that is done to obscure the source of records in a particular body; the other, anything that is done to obscure their source in a particular activity. Both of these actions involve origins—one, origins of records in an organic body; the other, origins in an organic activity.

The principle of original order relates mainly to use or convenience. Normally an archivist should preserve the order given series within record groups and record items within series during their current life, if it is one that permits him to find records when they

are wanted and to describe records effectively. Normally he should try to understand the system of arrangement that was imposed on the records originally rather than to impose one of his preference. But he should have no compunction about rearranging series in relation to each other or single record items within them if by so doing he can make the records more intelligible and more serviceable. The test here is a very practical one of usability.

Pen Pictures

. . . First impressions of a country and its people are generally vivid, and if our people would recover from their correspondents the letters which they sent them on their arrival in this remote region descriptive of their impressions and permit the Society to become their custodian, it would be in the possession of pen pictures so graphic as to be of absorbing interest. Carlyle says history is the essence of innumerable biographies.

—Introduction to *Contributions to the Historical Society of Montana*, 2:13
(Helena, Mont., 1896). Quoted by permission of the Society.

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North Carolina's Local Records Program

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THE history of local records in North Carolina—as in most States on the eastern seaboard—is largely a story of destruction, loss, and neglect. Although every story has two sides, in fully half of North Carolina's hundred counties numbers of records have been lost, and in at least a third the losses have been serious. These losses have resulted from fire, steam, water, vermin, theft, improper temperatures and humidity, inferior paper and ink, illegal custody, enemy forces, and natural deterioration.¹

For example, the colonial House of Commons noted in 1733 that the register of the writings for Beaufort and Hyde Precincts [later counties] being dead, one Benjamin Peyton hath possessed himself of the writings and book belonging to that Office pretending a Commission from the Governour for the same and hath carryed them from Bath Town contrary to order of that Court . . . and that it is much to be feared by the Magistrates and Inhabitants of those Precincts that the same may be imbezled by the said Peyton he being a Person of very ill fame & character.²

It was recorded in 1753 that

by a violent storm of Whirlwind, in September last past, the House of Mr. Thomas Black, late Clerk of the Court for the County of Onslow together with the Court House, and most of the Records belonging to the County Court, were blown away and destroyed, whereby the Estates of many Orphans and other Persons may be very much perplexed and prejudiced.

Again in 1770 it was observed by the Assembly that "the House of Mr. Marturin Colville, Clerk of the Court, and Register for the County of Bladen, and the Records of said County, were lately burnt and Consumed." In 1770 also the Assembly remonstrated that

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¹ H. G. Jones and A. M. Patterson, eds., *The County Records Manual*, p. 7 (Raleigh, 1960).

² William L. Saunders, *The Colonial Records of North Carolina*, 3: 557 (Raleigh, 1886-90. 10 vols.).

through the Neglect and Mismanagement of Persons, who have heretofore been Registers in this Province, many of the Books wherein the Conveyances of Lands within Several of the Counties are Registered, are so abused and defaced, as to be almost unintelligible, and in Danger of being entirely lost, and are some of them removed to, and dispersed in other Counties.³

In the colonial period, registers were appointed by the Governor and clerks of court by the Secretary of the Province. Both registers and clerks operated under a fee system, and many of them apparently were more interested in collecting fees than in creating and preserving proper records.⁴ Such officials' excessive fees and mismanagement were among the complaints of the upcountry people that led, in 1771, to the abortive War of the Regulation.⁵ This uprising was an important event in early North Carolina history, but perhaps even more significant was its contributing cause—the unsatisfactory performance of county officials—which resulted in poor recordkeeping in some of the counties.

Wholesale condemnation of the early county officials is, nevertheless, unjustified. Many were obviously faithful public servants, who carefully recorded legal instruments and preserved the public records within their jurisdictions. The fact that so much early documentation still exists is ample testimony to the dedication and efficiency of the officials. Indeed, it is even surprising that so many seventeenth- and eighteenth-century records have withstood the ravages of time, for local governments since the Revolution have continued to suffer losses of records. For instance, Onslow County, referred to above as having lost its courthouse by storm in 1752, was struck by a similar calamity in 1786.⁶ Harnett County lost its records in two fires—in 1892 and 1894.⁷ Even within the past few years fires and bursting steampipes have damaged records in several counties. These are only a few examples of the losses of county records. Municipal records have fared probably even worse.

While more substantial courthouses, better filing procedures, and more efficient officials in recent decades have reduced the possibility

³ The quotations in this paragraph are from Walter Clark, *The State Records of North Carolina*, 23: 387, 804, 842 (Winston, 1895-96, and Goldsboro, 1898-1907. 16 vols.).

⁴ Saunders, *Colonial Records*, 3: 160-167, 185, and 4: 540. See also Paul M. McCain, *The County Court in North Carolina Before 1750*, p. 31-35 (Durham, 1954). For a detailed discussion of the duties of registers and clerks, see Charles Christopher Crittenden and Dan Lacy, *The Historical Records of North Carolina; the County Records*, vol. 1 (Raleigh, 1938. 3 vols.).

⁵ William S. Powell, *The War of the Regulation and the Battle of Alamance, May 16, 1771*, p. 7 (Raleigh, 1949).

⁶ Crittenden and Lacy, *Historical Records*, 3: 62.

⁷ *Ibid.*, 2: 247.

of loss by traditional causes, a new enemy of records preservation has arisen: lack of space for expanding operations. The building of vault facilities has not kept pace with the increasing records; more and more records are crammed into inadequate vaults and offices. Too often public officials have gone to one of two extremes: they have either kept everything, or they have destroyed records indiscriminately. Those who have attempted to keep everything in inadequate storage often find it difficult to locate an important record buried beneath useless materials. On the other hand, as an example of indiscriminate destruction, the marriage bonds—the only official marriage records kept before about 1850—have disappeared in over a third of the counties. Many were burned deliberately by public officials in misguided zeal to “clean house.”

For 250 years the fate of local records rested solely with their custodians and the governing county and municipal officials. Except for specific legislation, there was no control over preservation and disposal. Thus, today, the quantity and quality of early local records depend largely upon the interest and care of individual county officials over the years.

The first statewide action to preserve local records was the establishment of the North Carolina Historical Commission (now the State Department of Archives and History) in 1903. Chapter 767, Public Laws of 1903, provided “That an Historical Commission be . . . established, whose duty it shall be to have collected from . . . court records . . . valuable dockets pertaining to the history of the State.” In 1907 this law was broadened so that

Any State, county, town or other public official in custody of public documents is hereby authorized and empowered in his discretion to turn over to said Commission for preservation any official books, records, documents, original papers, . . . not in current use in his office, and said Commission shall provide for their permanent preservation.⁸

But even with this authority little was done for several years to salvage deteriorating local records. In 1914 R. D. W. Connor, then secretary of the Historical Commission, wrote:

The county archives of North Carolina contain an immense amount of exceedingly valuable material. At present this material is almost useless to students because it is, as a rule, unknown and inaccessible. No greater service, I believe, to the history of the State could be rendered than for the Historical Commission to publish reports on these archives in order to show what material they contain, the methods employed in the various counties to preserve it, and to make it accessible and to suggest to county officials better methods of caring for their records.⁹

⁸ Chapter 714, Public Laws of 1907.

⁹ North Carolina Historical Commission, *Fifth Biennial Report, 1912-1914*, p. 21.

In 1914 the State Literary and Historical Association adopted a resolution calling upon the General Assembly for an annual appropriation of not less than \$2,500 to be expended under the direction of the Historical Commission "in the work of advising with municipal and county officials relative to the proper care, arrangement and preservation of the public archives and records in their charge, and of making such records and archives accessible for historical purposes."¹⁰ The Assembly did not grant the appropriation, but in 1916 the Historical Commission began to carry out the intent of the resolution. In that year Connor wrote, "We have been fortunate during the past year in the number of valuable local and county records which have been deposited with the Commission. This is the beginning of a movement which ought to be encouraged."¹¹ He listed, as having been received, records of the counties of Beaufort, Carteret, Edgecombe, Halifax, New Hanover, Orange, Perquimans, and Wilkes.

Primarily responsible for the success of the Commission in bringing to Raleigh local records that otherwise might have been lost in succeeding decades was Col. Fred A. Olds, the collector for the Hall of History (which became a part of the Commission in 1914). Olds poked into basements, attics, and storerooms and located long-lost but historically valuable records, which he transferred to the Commission. There they were repaired, arranged, and preserved.¹² In 1918, Olds wrote:

Much traveling was required, and every county in the State was visited in order to secure county and local records of a purely historical character and not in current use. It was found that fully half the counties have no records of historical value except those in current use, mainly because of destruction by fire or by carelessness in past years. In some cases moths and other pests, or exposure, have destroyed a vast number of documents.

He reported that inventories were made of the records in many courthouses. During the biennium records were listed as having been received in the Archives from 27 counties.¹³

Thus, beginning in 1916, the Commission took the first great step in preserving county records by urging the deposit of valuable non-current records in the Archives. By 1920 a total of 47 counties had permitted the transfer of varying quantities of records, by 1922

¹⁰ *Ibid.*, p. 22.

¹¹ North Carolina Historical Commission, *Sixth Biennial Report, 1914-1916*, p. 14.

¹² D. L. Corbitt, ed., *Handbook of County Records Deposited With the North Carolina Historical Commission*, p. 3 (Raleigh, 1925).

¹³ North Carolina Historical Commission, *Seventh Biennial Report, 1916-1918*, p. 14, 22.

this number had risen to 50, and by 1924 to 59.¹⁴ The program has continued so that now the State Archives has at least some records from almost every county in the State.

For about 30 years after the law of 1907 was passed the Commission's role was simply one of accepting the transfer of county records. The law was permissive only; it did not authorize the Commission to require transfers or require public officials to keep their records in good condition. A. R. Newsome, secretary of the Commission, wrote in 1932 that

failure of North Carolina to make systematic provision for the preservation of public records has resulted in untold losses from fire, water, rats, carelessness, deliberate destruction to make space for rapid accumulations of new records, and by gifts and unreturned loans by public officials to private individuals.

He urged the adoption of a State law giving the Commission general supervision over public records.¹⁵

The second stage in developing a local records program came in 1935 with the passage of "An Act to Safeguard Public Records in North Carolina." Chapter 265, Public Laws of 1935, incorporated most of Newsome's suggestions. It defined public records; fixed legal responsibility for their care; prohibited their destruction, sale, loan, or other disposition except with approval of the Historical Commission; required officials to deliver all public records to their successors; required legal custodians to demand records from anyone in illegal possession of them; enjoined officials to make their records available to the public and to keep them in fireproof safes or vaults; and empowered the Historical Commission to examine the condition of public records and to aid and advise officials in the solution of their records problems. The 1935 act, as amended, remains the Public Records Act (Chapter 132 of the General Statutes).

Armed with legislation of its own writing, the Historical Commission might well have launched a comprehensive archival program in 1935. But the bugaboo of all archivists—lack of funds—raised its ugly head. Not until 1945 did appropriations to the Commission (by then the State Department of Archives and History) again reach the level of the predepression years,¹⁶ and by then the Department had expanded its functions. Thus, except for the limited prog-

¹⁴ North Carolina Historical Commission, *Eighth Biennial Report, 1918-1920*, p. 7-9, and *Ninth Biennial Report, 1920-1922*, p. 8; Corbitt, *Handbook of County Records*, p. 7.

¹⁵ North Carolina Historical Commission, *Fourteenth Biennial Report, 1930-1932*, p. 26.

¹⁶ North Carolina Historical Commission, *Twenty-First Biennial Report, 1944-1946*, p. 10.

ress possible with the meager funds of the archival program, emphasis on a local records program had to await a better day. That day did not arrive for another decade, because of the necessity of giving primary attention to the growing problems of State records and the launching of the State's records management program, including the centralized microfilming project begun in 1951 and the State Records Center opened in 1953.

In the meantime, however, two significant projects were carried on with funds from other sources. The first of these was the work of the Historical Records Survey (a project of the Works Progress Administration—later the Work Projects Administration), which inventoried county records.¹⁷ More than a hundred workers were employed on this project at one time or another, and in 1938 and 1939 the Commission published in three volumes *The Historical Records of North Carolina; the County Records*, edited by Charles Christopher Crittenden and Dan Lacy. North Carolina was the only State in the Union to publish the WPA inventory for all its counties, and these volumes served to publicize the availability of county records. The Survey, moreover, provided help in arranging hundreds of thousands of county documents in the Archives, and the local workers, while inventorying records in the courthouses, tried to identify the various record groups and label them. The inexperience of the employees accounted for the poor quality of this work, but even imperfect work may be credited with the salvage of many records that otherwise would have been lost.

The second program sponsored by non-State funds began in May 1941, when the Genealogical Society of the Church of Jesus Christ of Latter Day Saints (then the Genealogical Society of Utah) of Salt Lake City, in cooperation with the Historical Commission, started a program to microfilm the older records of many counties.¹⁸ This work continued for more than a decade and, when positive film copies of these early records became available in the Archives, research in county records was stimulated.

In the past decade an increasing awareness of records problems

¹⁷ A superficial inventory of the records of 17 counties was made early in the century by John Spencer Bassett, Charles Lee Raper, and J. H. Vaughan and published as "North Carolina County Archives" in American Historical Association, *Annual Report for the Year 1904*, p. 603-627 (Washington, 1905). Other bits of information on early county records may be found in "Historical Review of the Colonial and State Records of North Carolina," printed in Stephen B. Weeks, ed., *Index to the Colonial and State Records of North Carolina Covering Volumes I-XXV*, 4 (S-Z): 1-169 (Raleigh, 1914. 4 vols.). This volume stands as vol. 30 of the combined series, *The Colonial and State Records of North Carolina*.

¹⁸ North Carolina Historical Commission, *Nineteenth Biennial Report, 1940-1942*, p. 25; A. F. Bennett to C. C. Crittenden, July 8, 1941, in the State Archivist's files.

in local government, combined with a growing interest in historical and genealogical research, has brought about the first comprehensive local records program in the State's history. Three forces contributed to this accomplishment: (1) the strengthened statewide organizations of county officials and their annual conventions, (2) the assistance and interest of the Institute of Government of the University of North Carolina, and (3) the leadership of the State Department of Archives and History.

It was largely through the activities of the Institute of Government that the associations of county officials became a vital force in North Carolina. The Institute furnished staff members for organizational and secretarial purposes and facilities for short courses and annual conventions. County and municipal officials were brought together to discuss their common problems—and a very common problem is one of records. For example, when registers from the various counties got together, they found that one of their problems was the space required for keeping chattel mortgage books; interestingly enough, there seemed to be general agreement that these records were seldom used after a few years. Likewise, financial officers discovered that other counties and cities had the same problem of mounting stacks of tax abstracts, seldom used after ten years.

The Department of Archives and History, concerned primarily with the preservation of historical records, entered the picture. Armed with the legal requirement of its approval before any public record could be destroyed, the Department set about the inauguration of a positive program to encourage the destruction of useless records and thereby make space and equipment available for the better housing of those to be retained permanently. In 1951 the Department appointed an Advisory Committee on Disposal of Non-Current Records.¹⁹ This group of county officials, plus the Director of the Department, the State Archivist, and other interested persons, discussed retention schedules for the bulkiest of county records. Such schedules were drawn up, but there was some reluctance to issue them to local officials for their guidance. Instead, the Department used the schedules as its own guide when requests for destruction were received. Not until 1957, when the present State Archivist revised the schedules, were they made available to public officials, and even then only in mimeographed form.

The time was ripe for more positive action on local records, and

¹⁹ The first meeting of the committee was on July 19, 1951. Other meetings were held in 1952. See "Minutes of Meeting of Advisory Committee on Disposal of Non-Current Records, May 21, 1952," in the State Archivist's files.

the General Assembly of 1957 appropriated funds for an assistant to the State Archivist for that purpose. This position, then classified as public records examiner, was filled in August 1958 by Rear Adm. A. M. Patterson, U. S. N. (Ret.). For the first time the Department had a representative available for full-time local records work. In the next few months the State Archivist and Admiral Patterson—or the latter alone—visited key officials in each county of the State. These visits were revealing. First, many county officials—particularly those newly elected—had never heard of Chapter 132 (the Public Records Act). Second, nearly all of them had serious records problems and welcomed assistance. Third, the Department confirmed what it already believed—that county officials would welcome an effective program in which they felt themselves partners rather than just recipients of orders from Raleigh.

The year 1958, therefore, marks the beginning of what now is the most comprehensive local records program in all the States.

In a letter of January 23, 1958, to each register of deeds, clerk of Superior Court, and county attorney in North Carolina, the State Archivist proposed a State-financed program to microfilm all permanently valuable county records, and asked for comments on the proposal. The results were surprising. Replies were received by mail or in person from one or more officials in 53 counties. Of this number, only three were noncommittal and only one was opposed—he promised actively to fight the idea, which he viewed as “just another effort of centralization in Raleigh.”

During January and February of 1958 the State Archivist corresponded with archivists in several other States concerning their local records programs. Each State contacted seemed to be strong in certain ways, but none seemed to have a well-rounded program for local records. The program nearest the ideal appeared to be in Georgia, and on April 24-25 the State Archivist visited the Georgia Department of Archives and History.²⁰ There a joint program between the Department and the Genealogical Society of the Church of Jesus Christ of Latter Day Saints is resulting not only in micro-filming permanent records but also in laminating and rebinding those in need of repair before they are returned to the counties. Georgia Secretary of State Ben Fortson and State Archivist Mary Givens Bryan extolled the public relations value of the free lamination for the counties and promptly convinced the State Archivist that North

²⁰ Assistant State Archivist A. M. Patterson also visited the Georgia Department of Archives and History in April 1959. The experience of Georgia State Archivist Mary G. Bryan and County Archivist Beatrice Lang was of inestimable assistance to the North Carolina Department.



SOME NORTH CAROLINA COUNTY RECORDS
TRANSFERRED TO THE STATE ARCHIVES

Carolina should follow Georgia's lead. Thus repair of deteriorating records was added to the proposed program. Already it had been determined to include a complete inventory-schedule for each county.

With the scope of the plan so well worked out, the problem early in 1958 was one of cold-blooded politics: how to get the appropriations bill through the General Assembly. From the start it was decided to make the program a partnership. Instead of selling the idea to the General Assembly, it would be sold to the county officials, who in turn would convince the legislators. The avenue of communication to the county officials was through their State associations, and the first organized support came on April 11, when the legislative committee of the North Carolina Association of County Commissioners endorsed the plan, resolving that "The Committee recognizes the value to the counties of such a project, particularly the possibility it offers to replace with photographs the original records in cases where the latter have been destroyed or damaged by theft, fire, or other catastrophe."²¹ The interest of the county commissioners brought an invitation to the State Archivist to speak on the proposal at the annual convention of the association at Carolina Beach on June 23 of that year. Seizing the opportunity, he delivered an appropriate address, "A State Program for Microfilming Essential County Records." The text of this was printed in the minutes of the association and was processed for future publicity. The convention asked the General Assembly to give "careful study" to the project, with the hope that a start could be made on the project in 1959, "within the fiscal abilities of the state."²²

Meanwhile, the proposal had been submitted to the North Carolina Association of Registers of Deeds. Coincidentally, the State Archivist was invited to address the annual convention of that association on the same day when he was to speak to the county commissioners. It was agreed that Christopher Crittenden, Director of the State Department of Archives and History, would present the plan to the convention of registers, but that the State Archivist would attempt to drive the 165 miles from Carolina Beach to Chapel Hill in time to reach the meeting before Dr. Crittenden had finished speaking. This plan worked, even though the State Archivist arrived with blisters from too much beaching at the other conven-

²¹ John Alexander McMahon, Assistant Director, Institute of Government, to H. G. Jones, Apr. 15, 1958, in the State Archivist's files.

²² "Resolution Number Five," in North Carolina Association of County Commissioners, 1958 *County Yearbook*, p. 121 [Chapel Hill, 1958]. For a text of the address, see H. G. Jones, "A State Program for Microfilming Essential Records," *ibid.*, p. 71-75.

tion.²³ The registers on June 24 adopted the proposed county records program as a phase of their own legislative program.²⁴

Thus within two days two of the three major associations of county officials had endorsed the plan in their annual conventions. The other group, the North Carolina Association of Clerks of Superior Court, through its legislative committee, endorsed the plan on November 7;²⁵ and on December 19 the State Archivist and Admiral Patterson met with this group for further consultation. In the meantime, a records problem in Rutherford County brought into the picture J. Toliver Davis, county attorney, who was also the county's representative in the General Assembly. Mr. Davis did not need to be convinced of the merits of the plan, and he became chief adviser in the strategy for getting the program through the legislature.

The employment of Admiral Patterson in August 1958 had made possible an "educational program" throughout the State. In company with the State Archivist, or alone, he had visited officials in every county seat. Thus, by the time of the convening of the General Assembly in February 1959, few county officials were unaware of the program. But now promotion of the plan began in earnest. A new Advisory Committee on County Records, made up of nine county officials appointed by the Department to assist in editing a county records handbook, met in Raleigh on February 4 and discussed the subject. The committee designated from among its members, to represent them during the legislative session, Representative Davis, Register of Deeds Lemuel R. Johnson of Chatham County, and Secretary J. Alexander McMahon of the North Carolina Association of County Commissioners.²⁶

It had been considered wise for representatives of the Department to leave contact with legislators to the county officials themselves. Some discussions, however, were held directly, and as a result several representatives and senators were known to be willing to support the program. At the request of the State Archivist, Representative Davis, Representative Edward H. Wilson of Caswell, Senator Sam M. Bason of Caswell, and Senator James O. Simpkins of Craven met in his office on February 24. Also present were Dr.

²³ The address was also published in Robert Montgomery, Jr., ed., *Proceedings of the Sixth Annual Convention [of the North Carolina Association of Registers of Deeds]*, 1958, p. 61-68 (Chapel Hill, 1958).

²⁴ *Ibid.*, p. 17.

²⁵ Royal G. Shannonouse, Secretary, Association of Clerks of Superior Court of North Carolina, to H. G. Jones, Dec. 10, 1958, in the State Archivist's files.

²⁶ "Minutes of the First Meeting of the Advisory Committee on County Records, February 4, 1959," in the State Archivist's files.

Crittenden and Admiral Patterson. A frank discussion on strategy followed. It was decided that the wisest course would be to introduce a bill calling for a higher appropriation and a shorter completion period than had been planned at first, but to hold in reserve an alternate plan carrying a lower appropriation if the bill ran into difficulty. It was also decided to introduce identical bills in both houses simultaneously.²⁷

With the introducers ready to begin action, the next step was the actual preparation of the bill. This was done on February 26, when Messrs. Johnson and McMahon and J. Russell Nipper, Clerk of Court of Wake County and legislative chairman of the Association of Clerks of Superior Court in North Carolina, met with the State Archivist and Admiral Patterson. The heart of the bill as approved by the group and as later introduced read:

The North Carolina Department of Archives and History is hereby authorized and directed to formulate and execute a program of inventorying, repairing, and microfilming for security purposes those official records of the several counties which the Department determines have permanent value, and of providing safe storage for microfilm copies of such records.

The bill carried an appropriation of \$108,055 for 1959-60 and \$97,092 for 1960-61.²⁸

The bill was simultaneously introduced as S. B. 101 and H. B. 268, the former with three signatures (those of Senators Bason and Simpkins and Ernest W. Ross of McDowell County), and the latter with about two dozen signatures, headed by those of Representatives Davis and Wilson. The legislative maneuvering need not be recounted here; it is sufficient to state that there was no real opposition. Only one minor amendment (to insure that the microfilming would be done in the counties) was adopted in committee, with the consent of the introducers. But the major hurdle lay in the Joint Appropriations Committee.

Because the Department of Archives and History was requesting several other increases in appropriations, a sub-subcommittee was appointed to inquire into the merits of these requests, with specific instructions to study the proposed county records microfilming bill. This sub-subcommittee, comprised of Senator D. J. Rose of Wayne and Representatives John H. Kerr, Jr., of Warren and Irvin Belk of Mecklenburg, met with the Director and the State Archivist and unanimously recommended adoption of the county program. When the bill reached the Joint Appropriations Committee, Senator Ross,

²⁷ See typescript "Agenda," Feb. 24, 1959, in the State Archivist's files.

²⁸ "Memorandum for Record," Feb. 26, 1959, in the State Archivist's files.

NORTH CAROLINA DEPARTMENT OF ARCHIVES AND HISTORY — DIVISION OF ARCHIVES AND MANUSCRIPTS

State Archivist

ADMINISTRATION

1 Archivist II

1 Steno II

1 Clerk II (PT)

Coordinate work of the various sections, handle general correspondence and public inquiries, maintain divisional office for personnel and budgetary work, and serve as clearinghouse for all matters pertaining to division's functions.

NEWSPAPER MICROFILM PROJECT

1 Archivist II 1 Clerk II (Cameraman) 1 Clerk II (PT)

Locate and microfilm all North Carolina newspapers published prior to 1870, retain custody of master negative, provide positive copies therefrom, and maintain finding aids to film and location of original newspapers.

ARCHIVES SECTION

Asst. State Archivist (Archives)

2 Archivist II

2 Archivist I

1 Clerk III (Laminator)

1 Janitor

Maintain physical custody of all records, manuscripts, maps, and other historical materials in the Archives.

Receive, process, and accession all State records and other historical materials (except local records), and accession local records.

Service all materials in the Archives for mail inquiries, make available materials in the search room, and do research on assigned projects.

Maintain finding aids for historical materials.

Laminates and rebind materials in need of repair (except local records).

LOCAL RECORDS SECTION

Asst. State Archivist (Local Records)

1 Archivist II

3 Archivist I

1 Steno II

2 Clerk IV (Cameraman)

1 Clerk III (Cameraman)

2 Clerk II (Laminator)

1 Clerk II (PT)

Receive, process, and catalog all county and municipal records transferred to the department and submit accessioning list to the Archives Administration Section.

Shelve all local records so transferred with agreement with State Archivist and Assistant State Archivist (Archives) as to location.

Inventory and schedule all county records, laminate and have rebound those in need of repair, and microfilm in the counties those of permanent value.

Receive and inspect microfilm copies of county records filmed, retaining the security copy and preparing indexes to security and positive copies.

Advise county and local officials in their records problems and, in accordance with policies established by the Director and State Archivist, approve retention, disposal, or transfer of such records.

STATE RECORDS SECTION

Asst. State Archivist (State Records)

1 Archivist II

2 Archivist I

5 Clerk II (Microfilmer)

1 Clerk II (PT)

1 Janitor-Messenger

Inventory and schedule all State records wherever located with the concurrence of the head of the agency, the Director of the department, and the State Archivist.

Operate the State Records Center for filing of semi-current State records.

Weed and process State records transferred to the Archives.

Microfilm State records so scheduled, and maintain such film and finding aids thereto. Advise State officials on their records problems and, with the concurrence of the Director and State Archivist, approve retention, disposal, or transfer of such records.

one of the introducers, moved the substitution of the lower figures previously agreed upon as an alternative, and S. B. 101 as amended was reported favorably. The bill was passed unanimously in both houses and was ratified on June 19, 1959. As finally passed, the bill appropriated \$75,730 for 1959-60 and \$71,680 for 1960-61 for the operation of the program. These amounts were subsequently increased as a result of salary revisions.

With a legislative mandate to inaugurate a program already outlined by the Department and with funds available for the purpose, the next task was to set up an organization to carry out the plans. A new section was established in the Division of Archives and Manuscripts, at first called the County Records Section but a year later more appropriately named the Local Records Section. Admiral Patterson was transferred to the new section as its head. The section now consists of the Assistant State Archivist (Local Records) and a stenographer; four archivists who evaluate and process the county records received for permanent preservation in the Archives and who proofread, splice, file, and catalog microfilm copies of county records; three camera operators who microfilm records in the county courthouses; and two laminators who restore (by the Barrow laminating process) county records in need of repair. The section has six main functions: (1) the arranging and processing of county records transferred to the State Archives for permanent preservation; (2) the inventorying and scheduling of all official records in the counties; (3) the repair (by lamination) of county records needing immediate attention; (4) the microfilming, in the counties, of records designated as essential; (5) the proofreading, splicing, and preservation of security copies of microfilms; and (6) the extension of these services to municipalities and other subdivisions of government as time and funds permit. Present services are provided at no cost to the counties.

Before entering a county permission is obtained from the Board of County Commissioners, after a letter (and sometimes a conference) setting forth the plans for that particular county. Armed with this approval, the Assistant State Archivist and one or more of the cameramen go into every county office that holds official records, and there they inventory each series of records by title, dates, quantity, and location. To this inventory is added a schedule for each series, indicating how long it is to be preserved—whether permanently or for a specified number of years. This inventory-schedule is edited, mimeographed, assembled in a volume, and distributed to all interested officials of the county. This publication serves as a catalog of the records of the county and also lists county records

now in the Archives. It indicates the records to be microfilmed for security purposes and includes recommended schedules of retention and disposal. Adherence to these schedules will result in the preservation of all essential records and the timely disposal of nonessential records, with resulting economy in space, personnel, and money and with improved efficiency in office operation.

Many historical records of no further administrative value in the counties are scheduled to be transferred to the State Archives under authority of Chapter 121-5 of the General Statutes. Although such a schedule is not mandatory upon the county, it often serves to encourage the transfer. Upon their receipt in Raleigh, the records are cleaned, repaired, classified, arranged, accessioned, cataloged, and shelved. More than 3,000 persons a year visit the search room to use the historical materials, and about 3,500 get information by mail or by telephone. These researchers (representing 48 States and 8 foreign countries in the last biennium) would be unable to visit the State's hundred courthouses. Consequently, if the materials they want are not available in a central depository, they are likely not to see them at all. Thus, county records in the Archives are used far more often than they would be if left in the county, even if the latter is prepared with personnel, space, and satisfactory arrangement to care for the records properly. Taking this a step further, it is obvious that a county's role in the history of the State will be more adequately and frequently told if its early records are in the State Archives. On the other hand, the schedules permit the destruction of records deemed of no further administrative or historical value. For instance, chattel mortgages are scheduled for destruction after 15 years, and tax abstracts after 10. By following these schedules, county officials will be able to make available for current and valuable records space that otherwise would be occupied by records of no further use.

Another feature of the program is the repair of deteriorating county records of permanent value. These are taken to the Department, where they are laminated and rebound by a commercial binder, and then they are returned to the county—all at State expense. For the most part, records repaired are will books, deed books, and marriage registers.

After the completion of the inventory-schedule, the cameraman moves into the county seat for the length of time required for the filming. A Recordak Model MRE planetary camera is set up in space provided in the courthouse, and the filming begins. Two pages are filmed at a time on 35 mm. film, with the lines of writing parallel to the length of the film. The filming ratio varies, but averages

about 16 to 1. For the filming of loose papers, a Recordak portable 16 mm. rotary camera is used. The film is processed and sent to the Department for proofreading by the archivists. Orders for corrections are sent to the cameraman if retakes are necessary. When the retakes have been spliced in, the master negative is ready for positive printing. Upon the return of the negative and positive, cataloging begins. The master negatives are cataloged and put into security files in the Archives. The positives are cataloged in the search room and put into cabinets in the microfilm reading room for use by the public. The master negative is used only for the reproduction of positives; it may not be used for reference. (Some records microfilmed have permanent value but infrequent use for reference; as a rule, no positive copies of such microfilms are made.)

Records already microfilmed, either by the Genealogical Society or by the counties themselves, are not refiled if the film is of archival quality. Instead, a positive copy is obtained by special arrangement and kept in the Archives vault as a security copy.

When the work in a county has been completed, the following results have been accomplished: (1) an inventory of every record group in each county office (as well as of any in the Archives) has been published, showing title, dates, quantity, location, and recommended schedule for each series; (2) records in need of repair have been laminated and rebound; (3) officials have been furnished with schedules to use as a guide for the destruction of records of no further value; (4) records of permanent value have been preserved and microfilmed, and the master negative film has been stored in a security vault for reproduction purposes should the original records be lost through any means; and (5) the helpful role of the Department of Archives and History in advising and assisting county officials in their records problems has been demonstrated.

The first phase of the inventory-microfilming program is expected to take at least seven years for completion within all counties. When this phase has been completed, the staff will return to each county and bring the work up to date. It is expected that thereafter each county can be visited at least every two years so that the security filming can be kept as current as possible. The program, therefore, is a continuing one. By the end of 1960, the work had been done or was being done in the following counties: Beaufort, Bertie, Camden, Carteret, Chatham, Chowan, Craven, Currituck, Hyde, Pasquotank, Perquimans, Tyrrell, Wake, and Wilson. Except in unusual cases, counties are taken in the order of their age.

One further piece of work in the local records program should be mentioned. A need has long existed for a manual for the guidance

of county officials and Department personnel in matters pertaining to the preservation, repair, retention, and disposal of county records. This need became more urgent and acute as plans for the microfilm program developed. Under authority of Chapter 121-2 (12) of the General Statutes, the Department in 1959 appointed an Advisory Committee on County Records, consisting of nine county officials representing many years of experience in various county offices, four members of the Institute of Government, and—as ex officio members and editors—the State Archivist and the Assistant State Archivist (Local Records). This committee held its first meeting in Raleigh on February 8, 1959, to begin work on a manual. The committee was divided into subcommittees, each assigned sections to prepare. Thereafter, the subcommittees met as necessary until a first draft was prepared. It then fell to the editors to complete the job, and this they did by January 1960. Distribution was made in March to county officials, to interested State agencies, to a number of libraries, and to archival institutions in other States. *The County Records Manual* contains two chapters of general instructions, eight chapters in which records of the different county officers are listed, with schedules of retention and disposal and with indication of those to be microfilmed, and an appendix that contains general statutes pertaining to public records. It is believed to be the first such manual to be published in the United States, and its enthusiastic reception by county officials and others has been gratifying.²⁹ It is designed to publicize the schedules that the Department will follow in approving disposal of county records before the microfilming program reaches any particular county. Of course, when the inventory-schedule is completed for a county, specific schedules supersede those in the manual.

In the field of municipal records, the Department in October 1960 appointed an Advisory Committee on Municipal Records, made up of representatives from the municipalities of the State, and this committee is now preparing retention-disposal schedules for the records of towns and cities. The committee's recommended schedules will be edited and published as *The Municipal Records Manual* early in 1961. The permanently valuable municipal records—such as the minutes of the city council—will be included in the microfilming program as time and funds permit.

North Carolina's program offers to local officials a comprehen-

²⁹ State Archivists may obtain copies of *The County Records Manual* by writing the author at the State Department of Archives and History, Raleigh, N. C. For a review of the *Manual* by Gust Skordas, Hall of Records, Annapolis, Md., see *American Archivist*, 23:444-445 (Oct. 1960).

sive plan whereby they and representatives of the State Department of Archives and History can join in a partnership designed to control the growth of records, provide adequate storage facilities for records, and insure the disposal of useless records while assuring the preservation of those of permanent value. Perhaps the State's experience in developing such a program may be of assistance to other States in similar undertakings.

"I will not say of experts . . ."

Les archives municipales de Shrewsbury antérieures à 1837 ont été classées et inventoriées par une Commission composée "I will not say of experts, but of local gentlemen and one lady." Ce catalogue sera très prochainement publié, s'il ne l'est déjà. Le rev. W. G. D. Fletcher, dans *The Archaeological Journal*, 1894, LI, p. 283-92, donne le cadre de classement et indique la consistance des principales séries. Quelques-unes de ces séries commencent au temps du roi Jean.

—"Chronique et Mélanges" in *Revue Internationale des Archives, des Bibliothèques, & des Musées*, 1: 31 (mars 1895).

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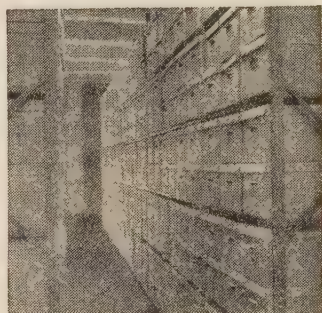
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The German Foreign Ministry's Archives at Whaddon Hall, 1948-58

BY GEORGE O. KENT *

U.S. Department of State

IN DECEMBER 1958 a unique historical project came to an end. After 12 years a tripartite group of American, British, and French scholars working in the archives of the German Foreign Ministry at Whaddon Hall, in England, had completed its task of selecting and microfilming the more important documents on German foreign policy.¹

This extraordinary undertaking in which scholars of different nationalities examined, selected, and prepared for publication documents of the foreign ministry of a recently defeated enemy is undoubtedly the first of its kind. It had its inception at the end of World War II. In the last stages of this conflict the archives of the German Foreign Ministry from 1867 to 1945—about 400 tons of documents—had been discovered by American and British troops in their advance into Germany.²

Several factors combined to make this discovery possible. From 1943 on, when Allied air raids on Germany had become intense, German officials had begun to evacuate the archives from Berlin to various places in central and southern Germany. Although orders had been given to destroy the most important documents before they fell into Allied hands, the staffs at the evacuation centers had in

*The author, who is on the staff of the Historical Office of the U.S. Department of State, worked at Whaddon Hall, England, on the German war documents project from 1953 to the end of 1958, when the documents were returned to Bonn. Aside from his official duties he was also, from 1954 on, in charge of private projects for microfilming the records, sponsored by American universities and the American Historical Association with support from various foundations; and he assisted in compiling the *Catalogue of Files and Microfilms of the German Foreign Ministry Archives, 1867-1920* (Oxford University Press, 1959).

¹I am indebted to Dr. H. M. Smyth for permission to use the administrative and correspondence files of the German war documents project and to him and to Drs. G. B. Noble, W. H. Franklin, E. R. Perkins, J. S. Beddie, A. G. Kogan, and A. Scherer for comments and corrections.

²Arrangements for carrying out a search for German archives had been worked out by American and British authorities in London in the summer of 1944, and Dr.

most cases either ignored these orders or had begun to carry them out too late.³ Thus only a small part of the collection had been destroyed or lost.⁴

In May 1945 the collection of documents from the evacuation centers at Falkenburg, Stollberg, Meisdorf, Degenershausen, and Falkenstein were moved to the castle at Marburg. There American and British intelligence teams began the formidable task of examining and sorting the documents. The aim of these teams was to find documents that would shed light on German-Japanese relations, German war aims, German activities in other countries during the war, and similar problems connected with the conduct of the war. After hostilities in Europe had come to an end, the work of the Anglo-American teams became increasingly involved with German war crimes and with the search for documentary evidence for the International Military Tribunal.

E. R. Perkins of the Department of State and Lt. Col. R. C. Thomson of the Foreign Office headed American and British teams that took charge of the Foreign Ministry archives as they were discovered.

³ *Documents on German Foreign Policy, 1918-1945*, ser. D, vol. 1, p. vii-ix (henceforth cited as DGFP). See also the excellent article by Margaret Lambert, "Source Materials Made Available to Historical Research as a Result of World War II," in *International Affairs*, Apr. 1959, p. 188-196.

One of the more interesting episodes, illustrating how some of the documents were saved contrary to the orders of the Foreign Minister, concerns the discovery of the so-called "Loesch" films. At about the time when the archives were being evacuated from Berlin, in the summer of 1943, Ribbentrop ordered the most important documents of the Foreign Minister's Secretariat to be microfilmed and the films to be stored as a permanent record in case the archives should be destroyed. These orders were carried out under the direction of the head of the Secretariat, Paul Otto Schmidt, chief interpreter of the Foreign Ministry, and almost 10,000 pages of documents were filmed; this amounted to about four-fifths of the files of the Minister's Secretariat. The documents filmed included three types of papers: (a) the correspondence between Hitler and other heads of states, among them most of the Hitler-Mussolini letters; (b) Paul Otto Schmidt's notes on discussions of Hitler and Ribbentrop with foreign statesmen; and (c) the principal political correspondence with various German missions abroad. There is no doubt that these were the most important documents of the German Foreign Ministry. In time, the files were evacuated with the rest of the archives. Karl von Loesch, an assistant of Schmidt, was in charge of the particular collecting point to which the films had been sent, and he knew of their importance. He put the films into several boxes and buried them secretly and without the knowledge of the Foreign Ministry. In the latter part of May 1945 he met, by chance, Lt. Col. R. C. Thomson, chief of the British documents team, disclosed the existence of the films to him, and led him and his party to the place where they were hidden.

⁴ Because of incomplete records and chaotic conditions in Germany during the last stages of the war, it is impossible to give an accurate account of which files were destroyed, were lost, or fell into Russian hands. Compared to what has been saved, they were only a small amount. As far as can be determined, a small part of the secret files of the Political Department was destroyed during the evacuation from Berlin in October 1943, when a truck caught fire and exploded. The files from the Legal Department after 1935 and some State Secretary files were probably lost during the evacuation. Most of the secret files of the Economic Department, the Press Depart-

By the beginning of 1946 the American and British Governments had agreed that a joint publication of German Foreign Ministry documents would be desirable in order to acquaint the world with the conduct of German foreign policy and the responsibility of the German Government for the outbreak of the war. The advantages and disadvantages of such an undertaking were carefully considered. It was realized at once that the official German papers might contain damaging material on Allied policy before the war, but in spite of this possibility it was decided to publish all documents of importance and to give the editors of this publication free and unimpeded access to the archives. "The editorial work was to be performed 'on the basis of highest scholarly objectivity,'" and "the editors were to have complete independence in the selection and editing of documents."⁵ The fact that well-known authorities in the field of modern European history of two (later three) different countries were to cooperate in this publication project further assured the high standards and the reliability of the undertaking.⁶ What is more, microfilms of all the original documents—both those selected for the printed volumes and those read by the editors but found of minor interest for the publication—were to be made available to students and researchers in the National Archives in Washington and the Public Record Office in London.⁷

ment, and the Legal Department were destroyed at the evacuation centers. Some of the embassy, legion, and consular files were destroyed abroad; among those were many files from the Paris Embassy, some of the files of the legations at Athens, Budapest, and Helsinki, and those of the Consulates General at Milan and Toulouse. Ribbentrop's personal files were either lost or destroyed. As to the files captured by the Russians, according to a report by Helmut Lötze, the Soviet Union turned over to the German Democratic Republic the following files: the personal papers of Neurath, 1938-44; Protocol Department, 1938-43; Political Archiv, 1937-45; Political Department, 1841-1919, 1936-44; Department IV, Economic Policy, 1920-36; Economic Policy Department, 1936-44; Legal Department, 1875-1935; German Embassy, Moscow, 1912-41; German Legation, Kabul, 1921-44; and German Legation, Stockholm, 1886-1906. Helmut Lötze, "Bericht über die von der UdSSR an die DDR seit 1957 übergebenen Archivbestände," in *Archivmitteilungen*, 1960, no. 1, p. 12-15. See also DGFP, ser. D, vol. 9, app. 5, and H. Philippi, "Das Politische Archiv des Auswärtigen Amtes," in *Der Archivar*, Apr. 1958, p. 139-150.

⁵ DGFP, ser. D, vol. 1, p. vii.

⁶ The original editors-in-chief of the tripartite project were: United States, Prof. R. J. Sontag; Great Britain, J. W. Wheeler-Bennett; France, Prof. M. Baumont. In addition, historical advisory committees in the United States and Great Britain assisted the editors-in-chief informally on matters of editorial practice.

⁷ The importance of this latter provision can hardly be exaggerated. Contrary to all previous practice in publishing official documents, this provides for the first time a useful check on the work of the editors; it also enables students to see all those documents on a particular event that could not be included in the printed volume because of space limitations. It has been the practice of the German war documents project, as soon as a volume has been published, to turn over to the Public Record Office and to the National Archives all the microfilms that have been used in the preparation of

On June 11, 1946, a group of American and British officials and historians met in London to work out the details for such a project.⁸ It was agreed to limit the publication to the years 1918-45 and to start with the period immediately before the war. The documents were to be published in two editions, one in English and one in German.⁹ (An abbreviated French edition was added when the French Government joined the Anglo-American project.) The unfolding of German foreign policy was, of course, to be the central theme of the publication project, but the editors decided not to restrict their selection to diplomatic documents but to include all those in the fields of internal and economic policy that had a direct bearing on foreign affairs. Similarly, papers from the Reichs Chancellery, the German military archives, and the Nazi Party archives were to be included if they were deemed essential to the understanding of German foreign policy. It was agreed to have teams, each consisting of several American and British historians, work on the original documents—which, by that time, had been moved from Marburg to Berlin—and to have an editor-in-chief in London and Washington. Each editor-in-chief, together with his own staff of historians and editors, would review the work of the teams in the field and would consult with his colleagues on the final selection of documents for publication and on other editorial matters. Should the Governments of France and the Soviet Union want to participate in the project, it was agreed to grant their request, provided they ac-

the volume and that fall into the particular period covered by the volume. In addition, the Public Record Office has copies of all microfilms made by private sponsors for the period 1867-1920. The National Archives has copies of those from 1914 onward.

⁸ Present at this meeting were Messrs. Spaulding, Schmitt, Trivers, and Krumpelmann for the United States and Messrs. Passant, Humphrey-Sumner, Woodward, and Wheeler-Bennett for Great Britain.

⁹ The years from 1918 to 1945 were, for publication purposes, divided into four periods, and a series of volumes was planned for each. Series A and B were to cover the Weimar period, C and D the period of the Third Reich. By 1954, however, when the preliminary selection of documents for the period 1933-45 had been completed, the editors realized that their original plan to publish 20 volumes for the years 1918-45 was unsuitable and that about twice as many volumes would be needed to present an adequate selection of documents for this period. "After considering the length of time it would take to carry out a program on this enlarged scale, the participating governments have decided to limit the publication in English to the years 1933 to 1941—beginning January 30, 1933, when Hitler became Reich Chancellor and ending in December 1941, after the German declaration of war on the United States of America." DGFP, ser. D, vol. 10, p. ix.

The expenses of the German edition of volumes 1 to 7 of series D were charged to occupation cost. When the Allied occupation of Germany was terminated, the publication of the German edition came to an end. Recent negotiations between France, Great Britain, the United States, and the Federal Republic of Germany have led, in principle, to a quadripartite agreement to publish in German the documents of series A, B, and C, and those of series D after volume 7.

cepted the terms of the Anglo-American plan for publication. The French Government expressed its interest and subsequently joined the project in April 1947.¹⁰

The original plan of publication estimated 20 volumes and about 5 years for the completion of the project. According to this plan there were to be at least five historians on each national team and a corresponding number of historians and editors in London and Washington.¹¹

The American and British intelligence teams, as noted above, had done much work in sorting, filming, and cataloging the documents. When the historical teams started their task they received valuable guidance from their predecessors; but, despite all the work that had been done, they had to devise their own methods and find their own way in the archives as they proceeded further in their work. Before long, they and the archives were on the move once more.

The Berlin crisis of 1948 made it appear desirable to remove the documents from the city; and after various proposals Whaddon Hall, a quiet country estate in Buckinghamshire, 60 miles north of London, was chosen to house the collection.¹² There the archives remained until the end of 1958, when they were returned to the Federal Republic.

The method that finally evolved for turning the mass of documents into annotated printed volumes was simple but effective. At an editorial conference a tentative outline for a certain number of volumes for a given period was drawn up and editorial responsibility for each volume was assigned either to the British or to the

¹⁰ The French editor-in-chief participated in all final selections but had no editorial responsibility for volumes of the English edition. He and the members of the French team were responsible for the preparation of the French edition.

¹¹ That this estimate turned out to be erroneous was only partly due to a faulty appraisal of the size of the collection and the extent of the publication program. From its very beginning the project was understaffed, both in professional and clerical help, and there were never more than three—and for long periods only two—historians on each national team in the archives at Berlin and later at Whaddon Hall. At the home offices, only the Washington office maintained a permanent professional staff of three historians during the entire project. Other causes for delay in publication were the necessity of translating each document and the voluminous correspondence between the three editors-in-chief and between them and their teams on matters of selections, footnotes, and other editorial problems.

¹² The Americans had first suggested Washington, but the British and the French objected because of the distance and the dollar expense involved in moving the collection across the Atlantic and maintaining their teams in the United States. After it had been decided to send the archives to the British Isles, Oxford and Brighton had been considered. Oxford, which in many respects would have been the ideal place because of its extensive library facilities and other amenities, was ruled out because of lack of suitable storage space, and the same consideration caused the rejection of Brighton.

American editor-in-chief. After that, each member of the tripartite teams at Whaddon Hall was assigned a topic for the entire period. The topic, which was given a code number, might be the relationship of a major country—such as France, Poland, or Great Britain—with Germany, or it might be a topic of international significance such as disarmament, reparations, peace moves, or sea warfare. The editor, in turn, assembled all files on his topic (usually several hundred) and read through them, taking the most important (usually the Reichsminister and the State Secretary files) first. Having thus obtained an overall view of the more important problems, he went on to the country files of the Political Department, the economic files of the Economic Policy Department, the secret files, the personal files of the Under State Secretary and the Directors, and, finally, the Embassy and Legation files.¹³ Each document he considered important enough to be included in the printed volume was noted on a 3"x5" card, with the date, subject, nature of the document (directive, written or telegraphic report, memorandum, etc.), journal number, file number, name of sender and recipient, marginal notes (if any), a short summary of the document, and a reference to other documents (if any).

Having read through several series of files, the editor sent them off to be stamped with frame numbers and filmed. It was his responsibility to decide which documents were to be filmed and which were to be omitted. (His choice was indicated by pinning colored paper strips to all material to be omitted or filmed, whichever was less, and he wrote the pertinent instructions for each series of files.) Many more documents were selected for filming, of course, than were selected for the printed volume. These covered a wide range of topics, within the bounds of German foreign policy. Each editor, in making his selection for filming, had to anticipate the various interests of future researchers as well as the need of the editors-in-chief for a thorough documentation of the mainstream of German foreign policy. It would have been quite impossible, for reasons of both money and time, to film everything. A line had to be drawn somewhere, for 300 tons of papers—the approximate weight of the 1918-45 files—were entirely too much for complete filming. Most files were filmed selectively, which meant that a certain amount of printed material, such as newspapers and newspaper articles, pamphlets, League of Nations reports, documents dealing

¹³ See the appendix on the organization of the German Foreign Ministry in any of the DGFP volumes. In practice, the order in which the files were read depended on the problems each topic presented to the reader, and no definite rules were ever established in this respect.

with routine administrative matters, and the innumerable carbon copies were usually not filmed.¹⁴ The important files, those of the Reichsminister and the State Secretary and the secret and treaty files, were filmed in their entirety. Routine administrative files and documents of no obvious historical interest relating to foreign affairs, especially the consular files, many files of the Legal Department, and those of the protocol and financial sections, were not filmed.

In sending a series of files to be microfilmed, each editor prepared a data sheet, indicating the type of filming to be done (the files to be filmed in their entirety or selectively), title of file, file number, number of volumes, and dates. (On earlier data sheets important documents were noted and their contents summarized; this practice was dropped later on.) At the stamping section every page of a document selected for filming was stamped with a number; these became the frame numbers on the microfilm. Before the documents were stamped a serial number was assigned to a group of files. (A serial number may cover part of one subject, for instance, the first 14 volumes of files of a 20-volume set of German-Austrian relations. It may occasionally also cover two or more different and unrelated subjects, for instance, files on Germany's relations with Paraguay, on sea warfare, or on economic relations with Switzerland. Rarely does one serial number cover one subject completely.) This serial number was stamped on the cover of each file, and it and the first and last frame numbers of the series were entered on the data sheet. The data sheet and the files were then sent to the filming section to be microfilmed.

Having completed his reading assignment, the editor reviewed his cards and, reading the more important documents once more, assigned to each a priority number—one to three—assigning number one to those he proposed for publication. The cards were then arranged in chronological order and stamped consecutively with the code number of each topic on each card. The whole topic was then turned over to another editor, of a different national team, for a second reading. The second editor in turn read through the files and, after completing his task, consulted with the first editor on a preliminary selection. In the great majority of cases there was no difficulty between the two editors in agreeing on a selection. Once they had agreed, the cards of the documents selected were

¹⁴ Here again no final rules were laid down, and it was left to the judgment of the individual editor to decide what to film and what to omit. Entire newspapers and pamphlets were never filmed, although newspaper articles that were part of important reports were filmed. Also several copies of a directive, report, or telegram were filmed if some of these copies contained corrections or marginal notes.

stamped with an "S" and blowups of the documents so selected were made from the microfilms. If differences of opinion that could not be resolved did develop, they were noted and passed on to the editors-in-chief. The two editors then prepared a short report for the editors-in-chief, noting the major developments, special problems, gaps in documentation, and so forth, and listed their proposed selection of documents. In this way each topic was read by two editors of different nationality, counterbalancing whatever national bias existed and checking each other's selection.

The assignments usually covered the material for several volumes and the editors-in-chief would examine the selections to be included in each volume for which they were responsible. Together with their staffs in London and Washington and with the help of microfilms and photostats (which in the meantime had been sent to them from Whaddon Hall), they made the final selection and circulated it for approval to their colleagues.

While the lists of the final selections according to topics were being circulated, the documents were translated, each translation was checked, footnotes and cross-references were prepared, appendixes were compiled, and the volume was made ready for the printer by the staffs of the editor-in-chief. In the course of this process it was usually discovered that some documentary references were missing from the Whaddon Hall selection, that certain additional documents were needed to complete a phase of an episode, or that some points needed further clarification that could be obtained only from the original documents. In this case a folder with the translated documents and the queries was sent to Whaddon Hall for further checking. If the missing references and additional documents were found and if they had already been filmed, the serial and frame numbers of these documents were sent to the editor-in-chief. If, as frequently happened, these documents had not been filmed, they had now to be filmed and serial and frame numbers had to be assigned. It is this which may cause confusion for future researchers, because through this process of additional filming of a few documents, which might be repeated several times, several serial numbers might be given to one German file. On the other hand, it is difficult to see how this could have been avoided; for no editor in preparing his preliminary selection, even with the greatest diligence, could have foreseen all the documents needed by the editor-in-chief in the course of the final editorial work. In this connection it should be kept in mind that the microfilming of files was not an end in itself but was subordinate both to the selection of documents for publication and the editorial work. From the point of view of

the student working with these microfilms, the system of allocation of serial numbers and their relationship to the various files will be utterly confusing. It is hoped that this situation will be remedied by the publication of a catalog for the period 1920-45, similar to the one published by the Oxford University Press for the earlier period, which is discussed below. With this as a guide, it should not be too difficult to find one's way in this maze.

Perhaps a word should be said about translations, one of the most difficult problems in the editorial process. Some reviewers, especially in the British Isles, have criticized the language of the translation of documents in the volumes prepared in the United States. It was editorial policy from the beginning, and was stated in the General Introduction in volumes 1 to 4 of series D, that in the absence of one style of diplomatic German under Hitler, and because "Nazi German" was used by some of those who wrote the original documents, "the translation is . . . often inelegant, but the editors . . . in general . . . have preferred to sacrifice grace to precision."¹⁵

The decision by the editors-in-chief to begin the published series with the documents of 1918 left the papers of 1867-1918 to an uncertain fate.¹⁶ It was soon recognized that this valuable collection should be preserved on microfilm, and as early as March 1949 efforts were made to have private institutions sponsor microfilm programs for documents in that period. These efforts were successful, and before the archives were returned to the Federal Republic practically all documents of significance in the field of German foreign policy for the earlier period had been filmed.¹⁷

The working methods for the private filming projects differed, by necessity, from those of the tripartite project. The selection of documents to be filmed (and in these cases too it could only be a matter of selective filming) was made by some of the editors after regular office hours and on their own time. Since only limited funds

¹⁵ DGFP, ser. D, vol. 1, p. xiii.

¹⁶ There were certain exceptions. The United States Government authorized some project filming in the World War I period and the French Government authorized the filming of documents pertaining to German-French relations, to Alsace-Lorraine from 1867 onward, and to the two Moroccan crises.

¹⁷ The private sponsors of the major filming programs included the following universities and organizations: the Committee for the Study of War Documents of the American Historical Association; Florida State University; the London School of Economics; St. Antony's College, Oxford; the University of California; the University of Michigan; the University of London; the Commonwealth National Library, Canberra, and the Mitchell Library, Sydney; le Centre National de la Recherche Scientifique, Paris; and le Fonds National de la Recherche Scientifique, Brussels. For a complete listing, see *A Catalogue of Files and Microfilms of the German Foreign Ministry Archives, 1867-1920*, p. xl-xlii (Oxford University Press, 1959).

were available, the system employed by the official project—two editors reading the same files and checking each other's selection—could not be applied. Only one editor read the files for his assignment and made the final selection. For the same reason the documents selected were not stamped and instead of data sheets simplified lists were used to keep a record of all microfilming.¹⁸ No large-scale, overall filming plan for the entire 1867-1918 period was made; the individual sponsors presented their projects piecemeal and made only small amounts of money available at one time—usually \$2,000 to \$3,000. For these reasons care had to be taken not to run out of funds before the filming on one project was completed, especially as it was never certain that additional funds for the same topic would be available later on.

At the beginning of 1956 many of the pre-1920 files had thus been filmed by private sponsors, but almost as many had not yet been filmed. This was due partly to lack of funds and partly to the omission of smaller and what appeared to be perhaps less interesting groups of files. It was at this point that the Committee for the Study of War Documents of the American Historical Association, through generous grants from the Ford Foundation and the Old Dominion Foundation, undertook to film most of the remaining pre-1920 files and certain others from the later period that would not have been filmed by the tripartite project. Authorization to start this new project was, however, not received at Whaddon Hall until six weeks before the scheduled return of the documents to the Federal Republic. Although this period was subsequently extended another four weeks (because of technical difficulties in returning the files) there was precious little time left to do the work of selecting and filming material that filled 450 reels.

With the filming programs completed and pre-1920 files returned to Germany, the necessity for producing a suitable guide or catalog for these microfilms became urgent. This was especially true because many of the filming projects either overlapped or supplemented each other and students unfamiliar with the organization of the archives would have been hopelessly lost among the unorganized masses of microfilmed documents. Some of the universities and organizations that had sponsored filming programs had issued mimeographed lists of their own films; but these were not circulated widely nor did they make any reference to material filmed under the other programs.

¹⁸ The microfilms produced by private projects can usually be identified by the symbols of the sponsors and the reel numbers. In many cases electric counters were used in microfilming the documents and the numbers of these appear on the bottom of the filmed pages of the document, but not on the original. *Catalogue of Files and Microfilms*, p. xxxvii-xxxix.

The idea of a catalog had been proposed by members of the Whaddon Hall staff as early as 1955. It was, however, only through the efforts of Prof. Howard M. Ehrmann of the University of Michigan and the Committee for the Study of War Documents, and through a grant from the Ford Foundation, that the task of compiling a catalog could finally be undertaken. Under the general direction of Professor Ehrmann, this was done by the staff at Whaddon Hall. The catalog (see footnote 17) was published by the Oxford University Press in the summer of 1959.¹⁹ Based on the organization of the archives of the German Foreign Ministry, it lists all files of the Political Department (and other related files) for the period 1867-1920, together with the filming done in each file and its sponsor. A topical guide at the end of the catalog, which provides easy cross-references and several appendixes—on officials in the German Foreign Ministry, on a list of serial numbers, and on the files used in the *Grosse Politik*—makes this catalog a very useful research aid.

Since its publication some doubts and criticisms have been raised as to the completeness and reliability of both the catalog and the filming programs.²⁰ It is only fair to say that the task was accomplished by a group of conscientious historians and archivists, diligent and well trained in their fields, who did their best with the means available to them. If there are any shortcomings, as no doubt there may be, it should be kept in mind that the nonofficial filming projects were accomplished at odd hours, without adequate clerical or administrative staff, with no overall plan, and at first with only limited funds and later with very little time.

Throughout the duration of the project the cooperation among the members of the different national teams working at Whaddon Hall was truly magnificent. Together with the administrative and clerical staff, 21 persons of 8 different nationalities were employed there by the project. There was no trace of partisanship or national bias, as far as the work on the documents was concerned, and it would be difficult for an outsider to realize that a tripartite team made the original selection of documents for the printed volumes. Looking over these volumes, 13 of which have appeared at the time of this writing, it is clear that the original pledge of the editors-

¹⁹ Only 500 copies have been printed and most of these have been distributed to libraries and universities in this country and in Europe. Inquiries about the catalog should be directed to Prof. Howard M. Ehrmann, Department of History, University of Michigan, Ann Arbor, Mich.

²⁰ See, for instance, Professor Sontag's review in *American Historical Review*, 65: 126-127 (Oct. 1959).

in-chief has been kept. The work has been done with the highest scholarly objectivity, no documents of historical interest have been suppressed, and the full record of German foreign policy, so far as it is reflected in the available documents, has been presented without bias and without favor. As an experiment in international historiography it has been an unparalleled success.²¹

²¹ As the publication of volumes is still going on, it may be too early to give a full assessment of the impact of the released microfilmed documents on historical research and scholarship. But already hundreds of students have used the material available and incorporated it in their published works. As a result, long cherished assumptions in the field of modern diplomatic history have had to be revised and new aspects have been opened up.

Precis Writing

The following directions are placed in the hands of the candidates, along with the correspondence of which a *précis* is required:

Having read the accompanying correspondence—

1. *Make a short abstract, schedule, or docket of the several letters.*
2. *Draw up a memorandum or précis, i. e., a brief and clear statement of what passed, not letter by letter, but in the form of a narrative.*

DIRECTIONS

(1) The object of the abstract, schedule, or docket is to serve as an index. It should contain the date of each letter, the names of the persons by whom and to whom it is written, and, *in as few words as possible*, the subject of it. The merits of such an abstract are—(1) to give the really important point or points of each letter, omitting everything else; (2) to do this briefly; (3) distinctly; and (4) in such a form as readily to catch the eye.

(2) The object of the memorandum or *précis*, *which should be in the form of a narrative*, is, that any one who has not time to read the original letters might, by reading the *précis*, be put in possession of all the leading features of what passed. The merits of such a *précis* are—(1) to contain all that is important in the correspondence, and nothing that is unimportant; (2) to present this in a consecutive and readable shape, expressed as distinctly as possible; (3) to be as brief as is compatible with completeness and distinctness.

—Description of the "home civil service of Great Britain . . . taken from the semi-official works of the highest authority in England," in App. F (1) of the report of the Joint Select Committee on Retrenchment, "Civil Service of the United States," Jan. 31, 1867, p. 106 (*H. Rept.* 8, 39th Cong., 2d sess.).

Conflicts in Collecting

By DAVID C. DUNIWAY *

Oregon State Archives

NOT ALL CONFLICTS between historical and archival agencies are based on competition. The root is neither necessarily jealousy, nor the childish desire to have bigger and better pack-rats' hoards. Conflicts are based upon (1) the nature of family papers or manuscripts and (2) the motives or philosophies of historical or archival agencies as controlled by their legal framework within geographical or subject interests. Let us first examine family papers or manuscripts.

Many persons begin as children to preserve letters that they receive when they are first separated from family and friends. Habits of keeping diaries, of recording finances, of saving mementos, class notes, papers, and even stories composed for one's own amusement, also start early. Materials such as these are the records of a man's beginning—commonplace, but basic to biographical study. They are personal archives in the hands of the man, and I believe we agree that they become family papers or manuscripts.

The youth grows up and assumes a place in community, State, or Nation. At this point the records that accumulate are as complicated as his activities. The self-employed, like the artist, author, doctor, or farmer, save or accumulate little new aside from occupational or professional papers. These have significance both as family papers or manuscripts, and as records of the man are no different from those of the youth. Nevertheless these simple records illustrate five basic areas in which conflicts arise in the process of collecting family papers or manuscripts.

First, the papers are of interest biographically as the record of the youth and adult. If he becomes politically or economically significant they may even be of archival interest to Presidential libraries or economic archives. His contribution determines whether they are significant to a locality, to a State, or to the Nation.

Second, the records of education are significant to the schools

* With the permission of the American Association for State and Local History, the *American Archivist* publishes this paper, read at a session of the association, Oct. 9, 1959, at Philadelphia. The topic of the session was "Conflicts in Jurisdiction over Records and Manuscripts." The author, a Fellow of the Society of American Archivists and a member of the editorial board of this journal, is Oregon State Archivist.

attended. Class notes may indicate the nature of teaching, although they are suspect for accuracy, while a diary and school mementos tell much about social and intellectual life.

Third, among the letters received there may be remarkable items from friends who made contributions in their own day. Their letters are in the custody of the recipient but are not his property. Under the common law of literary property these belong to the author as long as he lives, or to his literary heir, if he creates such a fiction by will.

Fourth, records relate to the towns or communities where a man's life is spent. In America, however, we are always on the move. A man's records may relate to many localities and thus spring the seeds of geographical conflict.

Fifth, occupational or professional papers of the self-employed are of interest to that profession—as part of our cultural, political, economic, or scientific history, depending upon the character of the profession.

From these circumstances it becomes obvious that family papers or manuscripts with no archival value are of interest to more than one history-collecting agency, which may be concerned with the history of educational institutions, with geographical areas, or with subject fields of human endeavor. The problem is more complex when members of a family have careers in government or business or are active in the work of church, social, or professional organizations. Records of such services may be archival, and, if the individual is himself a collector, the problem is doubly compounded.

Persons in government service, if their positions are minor, rarely take home anything significant not duplicated in the records of the office. They preserve as manuscripts only documents that are evidence of employment and perhaps extra copies of reports or studies they have written. The papers they create and receive belong to the government and are not private property. This is not the case, however, with persons in positions subject to political pressures or those having major economic responsibilities or engaging in creative work.

The most important records that go home are papers of the top administrator, Governor, Army officer, scientist, Congressman, legislator, or other elected or appointed official. What is left behind in office is determined (1) by the political philosophy of the individual; (2) by the extent of his financial responsibility, as in the case of the Army officer; (3) by the nature of the intellectual process involved, as in the case of the scientist; (4) by accidents of time—for a man may die in office and not remove his papers; and

(5) by the lack of any legal provision for the custody of his papers, as in the case of members of legislative bodies.

One man who feels he is going on to bigger things will take all, and so will a man embittered by defeat. Others will leave for successors only files relating to internal administration, while still others, feeling the need to prove their political good will, leave files relating to appointments, political activity, and personal problems. What remains is subject to State laws relating to preservation or destruction and is potentially archival. Individual preference and ambition thus largely determine the character of the records that may come to the archives.

The man engaged in business, like the man in public service, takes home documents that he needs, depending upon the character of the business. If he owns the business, its records are his property. Upon its dissolution the records may fall into the hands of an administrator or liquidator. If he sells the business, he may keep the records or transfer them to a successor. Their value and significance depend upon the nature of the business, but they usually include ledgers and often interesting material relating to sales and operations. In the case of a man who works for a corporation, his papers normally stay in the possession of that corporation because of their financial significance; even the corporation president's papers are left in the office. How long they are retained depends upon the policies of his successors and the extent to which these successors adhere to the archival tradition of the corporation. Mergers, sales, bankruptcies—all affect the life history of business records.

Outside of business and government service, most of us are involved in community activities—P.T.A., church, club, lodge, or professional organization. Every man and woman listed in *Who's Who*, or even a child listed in a school annual, is weighed by the number of "outside" activities. As a result, we accumulate records of these activities. Many organizations have "historians" who compile scrapbooks, but few attempt to collect records of past officers, committees, or activities. Minutes of such effort therefore remain in the hands of a secretary when a book is filled, and the correspondence and records of all others remain in the hands of those who served. Only when there are paid employees are records likely to accumulate in organizational archives as in the case of government or business.

From this summary of the nature of family papers and manuscripts it will be seen that the mature individual may have in his possession (1) cultural or professional private records or manuscripts of subject interest; (2) government records of legal, politi-

cal, or scientific interest; (3) business records of economic value; and (4) records relating to various community activities. Each is subject to being collected.

Let us look now at the collecting agencies and their motives, to see how legal responsibilities conflict. Basically there are four types of collecting agencies: (1) the private collector; (2) historical agencies devoted to the preservation of research materials—including manuscripts—primarily for cultural or historical purposes; (3) archival agencies serving their own governments, businesses, or organizations; and (4) agencies that combine both manuscript-collecting and archival functions.

The private collector of papers may be an unconscious pack rat because he has the family attic, he may be the only person interested in his family's history, or he may be a philatelist or a manuscript collector concerned with history within a geographical or subject specialization. Once his interest is established, such a person is likely to receive papers from other members of his family. Yet are they really his or do they belong to all the heirs? What about the title of the nephews and nieces of an aunt by marriage? The collector also receives items that have no relation to his family. If he enters into the open market, he may buy letters and papers within a subject field or geographical interest, or he may collect autographs and papers from anyone willing to give them to him. He will even prowl houses in process of demolition, looking for treasure. His collection, however it is formed, assumes a market value. It may contain private manuscripts, records of government service, and records of community service and organization, as well as basic records of business. These records are often acquired as abandoned property, by gift of one heir among a number of heirs, by purchase from a legitimate owner, or by purchase from someone who has no clear title. At times the private collector receives purloined property or himself purloins. Conflicts in collecting this type of material are compounded by the complications of title and origin.

No matter how the private collector acquires his records, two facts clearly may become the basis of conflict. First, he acts as an independent agent, often receiving items the title to which is in doubt. Second, he often gives the resulting collection to some manuscript-collecting agency, which should or perhaps should not have those particular records. At the same time he transfers the problem of title, as was forcefully illustrated recently when the Minnesota Historical Society found but could not keep the Lewis and Clark papers.

Now let us look at the history-collecting agencies, which include

the many historical societies of the United States, growing in number every year, university and college research centers, and State and other public libraries, including those privately owned or endowed. Like the private collector described earlier, private historical societies, university and college research centers, and privately owned or endowed libraries have no control but their own will, expressed perhaps in an act of incorporation, a charter, or a policy directive. They can *will* to collect certain material, even from other parts of the world. In contrast, State historical societies and State and other public libraries created by statute or local ordinance are usually restricted by the geographical purpose written into that statute or ordinance. Only the oldest agencies of this type are engaged in general or regional collecting of historical records. All types of manuscript agencies up to now have received or actually collected records of government, corporations, or organizations, transferred from legal custody by persons who removed their papers from offices.

Finally let us consider archival institutions, which mirror the activities of individual man insofar as he participates in government, business, or community activities. The records within such institutions have always been the property of the State, business, or organization, or were the property of predecessor governments, businesses, or organizations. Under the basic principle of archival arrangement they are kept as records of the subdivision of government or office that created them. For court purposes such records are primary evidence in the custody of the creating agency. If official records are in the hands of private individuals or agencies it is necessary for the lawyer who wishes to introduce them as evidence to establish the fact that they actually are official records before they can be admitted as primary evidence.

The archives of a government are created by the laws of that government. The archivist usually is responsible for collecting and preserving official records within the jurisdiction of the government. At the State level, this may or may not include local governments. From State to State the archival agency's place within the structure of government varies, and its powers and duties also vary. There may even be more than one archival agency. The archivist may or may not have control over the destruction of records or be involved in planning their creation. Government archives are naturally sensitive to political pressure, and the archivist may not have the legal power to prevent or control the removal of records from office. Yet the laws of most governments provide for the transmittal of records to a successor and for fines and imprisonment for the willful

destruction or removal of records from office. Such statutes have been on the books for many years. From this situation basic seeds of conflict develop; for, unless the archivist has the power of replevin, the ultimate return of the records to the State may be thwarted by indifference or political pressure exerted by manuscript collectors.

A growing number of corporations now consciously collect old records. The papers of the founder are often the basis of an archival collection. If the business involves research and development, including patents, the corporation will insist for financial reasons that the records of that research and development remain in its custody. Some companies collect, as part of their archives, museum materials and oral history and in time issue historical publications. Their function therefore extends beyond the traditional collecting activities of a governmental archival institution. They have no legal restraint to inhibit collecting the records of defunct competitors. This fact is the basis of conflict with manuscript-collecting agencies. If a corporation has branches that are widely separated geographically, the success of its archival program will depend upon the extent to which it controls its farflung records. Likewise if a business is created through a complex consolidation, it may or may not acquire records of the businesses that it absorbs.

The archives of a church or similar institution are seldom so recognized by the local church, club, or lodge. They are just known as old records. Insofar as there is a State, regional, or national organization for the activity, archives are becoming common. In such a case the records are gathered at some one spot, by a historical society devoted to the history of the church, by a university or seminary library supported by the church, or by an official archival agency or chancellery.

In some areas, notably in the South, State departments of archives and history combine both archival and collecting functions. In some cases the State library or historical society maintains a research collection of books and manuscripts and at the same time is charged with the archival responsibility for the State. Even though these functions have been unified, there are often seeds of conflict within the agency. The budget officer of the State may insist that the emphasis should be on the archival function, or that most activities be concentrated on records management, or—if he has no understanding of the archival program—that its budget be the first to be cut within the agency. If the archival institution administers a manuscript-collecting agency function for a State library or historical society, the technical difference between manuscripts and

archives may not be understood by outsiders; and if there are other manuscript-collecting agencies of political significance, the archival program may be subject to political criticism and pressure. The problem becomes acute in States where there is more than one State-supported agency authorized to collect manuscripts and where there are strong and effective private institutions besides.

From this discussion certain conflicting facts have become obvious:

A. *The papers or records collected are the result of the activities of man, and one man who is significant as an individual may have many significances to collectors.*

1. He will be of interest from a subject point of view, through his education and his professional activities, and he may have been educated in more than one school or excelled in more than one profession.

2. He will be significant within a geographical area, but unfortunately he may move from one area to another.

3. His career may touch various levels of government and a complexity of business and public organizations, and parts of his records might be considered as the records of government, businesses, or organizations.

B. *The agencies that collect historical materials and the archival agencies represent varying purposes and interests.*

1. The individual collector may specialize in a family, a type of document, a subject, or an area. His items have material value, but often the title to them is clouded. We all recognize the dangers that beset private collections, for they may be either dispersed for monetary reasons or destroyed through the ignorance of those into whose hands they fall.

2. The private history-collecting agency is like an individual in that it may collect what it will, subject of course to the laws of title.

3. The government history-collecting agency is free to act only within some purpose defined in a statute or ordinance. Its acquisitions of materials that did not originate as the records of its own government are likewise subject to the laws of title.

4. The archives-collecting agency of a government, business, or organization is responsible for the records of that government, business, or organization. If those records have been removed from office and are in private custody, or if the record is inadequate, the archivist may collect the story of his government, business, or organization through a historical writing or recording program. However, the primary job of the archivist is to select significant material from a large body of records not worthy of preservation.

5. Some agencies are both archives- and history-collecting agencies; and within the agency, if funds are short, either archives-collecting or history-collecting may be emphasized at the expense of the other function. It is difficult to keep a balance between the two.

If you are not aware of the mountain of papers that accumulates in your community, look about you. Paper salvage is big business.

Every house and office building yields quantities of paper, weekly and even daily, just junk to most owners. The task that faces the history-collecting agency and the archives-collecting agency is essentially the same, the salvage of records of value. We are effective insofar as we have staff and space, but either or both of these are frequently inadequate. Each agency, therefore, must define its attainable goal, and expect to cooperate with all other agencies engaged in collecting activities. This will mean that we must trust each other to do a good job. I should like to suggest the following ethical principles:

1. That all archival agencies confine collecting to records of their own government, business, or organization, except insofar as they obtain copies of related records through microfilm and other duplicating processes.

2. That all archival agencies transfer or offer to the appropriate history-collecting agencies records that for no legal reason are in the custody of their government, business, or organization. This does not mean that exhibits should be torn from court or other records.

3. That all history-collecting agencies should confine their active collecting to records that are not the responsibility of existing archival agencies.

4. That all history-collecting agencies should deliver to the proper archival agency any papers they receive that have been removed from office or archival custody and that are easily identifiable as official records. There would be no reason why, in making such a transfer, the records could not be recorded on microfilm and the microfilm retained for use by the history-collecting agency.

5. That all archival agencies and historical agencies refer individuals to the correct collecting agency when offered materials that should belong to another agency.

6. That historical and archival agencies, where there are more than one of a kind, should attempt to delimit their fields of activity so that they will not conflict. In the case of two competing historical agencies this delimitation may not be possible, and each should agree to withdraw if it finds that the other agency is preferred by a potential donor. At the same time, each should agree to furnish microfilm copies of the records at cost to the other interested agency upon request.

7. That for purposes of encouraging the formation of government, business, and organizational archives, all historical and archival agencies should transfer to such archives, when established, materials that originally belonged to those governments, businesses, or organizations.

8. That historical agencies accept the responsibility of custodianship of organizational or family records as archival collections. No charge should be made for the service if the records are open to the public and if the historical agency aids in the selection of the materials to comprise the collection. The organization or family would retain ownership of their materials, but the deposit would be considered permanent. Charges for storage and service would be warranted if the use of materials were restricted to the organization or family.

9. That historical agencies agree to accept the responsibility for the direction of business archives, provided that the business pays for the extra staff and space.

10. That historical and archival agencies are not justified in attempting to profit by arrangements suggested involving microfilm or storage.

These principles will not forestall all conflicts, for there is still the problem of what to do with the papers of the politician or national figure who serves at many levels of government, often dabbles in many business ventures, and is active in many organizations. Nevertheless, if we use these principles to guide us, perhaps we can allay suspicion—in spite of problems of personality—and can all join in the herculean task of preserving enough of the story of the present to satisfy the research needs of the future, whether they be historical, biographical, sociological, economic, scientific, or behavioristic.

A Point of Diminishing Returns

... the Fort Knox tradition. Some people still insist that the business of a historical society is to collect treasures of the past, whether buildings, objects, or papers, and put them in mothballs for safekeeping. A sense of sacredness and of pricelessness always adheres to objects that are unique and irreplaceable, and since no one can know with certainty what will be important in the future, nearly all the possessions of a historical society achieve the status of treasure. To preserve and protect things of value is certainly worthwhile; but there comes a point of diminishing returns, and there is always the question, what is historical value, and how is it realized? All of you can supply examples of societies that have so successfully preserved manuscripts that for years they entirely escaped the notice of anyone until, decades later, they were fortuitously rediscovered.

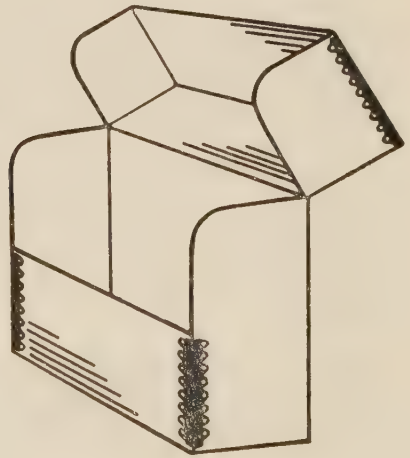
I suggest that there may be a good deal of material in historical societies that should be considered expendable and put to use for purposes of public education and advertisement. When sheer bulk of possessions prevents accessibility, the excess generally goes into some kind of dead storage. If what goes into storage has been selected because it is judged less important, or because of duplication, it could properly form the basis of multiple rotating exhibits scattered throughout a county. Occasional loss of or damage to such material would be more than compensated for by the expansion of knowledge and interest which a society should foster.

—Philip S. Klein, "The Modern Image of Local History," in *History News*, 15:39 (Jan. 1960). Quoted by permission of the editor.

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The Fourth International Congress of Archivists

By ERNST POSNER*

American University

ONCE AGAIN this year Europe became the stamping ground of several hundred American scholars and professionals, who went overseas to rub elbows and confer with their colleagues from many lands. Among these cohorts, those who attended the International Congress of Archivists constituted only a small fraction. It was the fourth such Congress, and it met in Stockholm, Sweden, from August 17 to August 20, to be followed by the International Historical Congress with its much larger crowds. Characteristically, archivists registered for their convention were identified by a silver pin with the three crowns of Sweden, while the same symbol in gold was reserved for the historians. Both Congresses enjoyed the help of Unesco and the financial assistance of the Swedish Government and certain of its institutions, and Prof. Åke Sällström of the State Archives of Göteborg splendidly served them in the capacity of secretary general, assisted by an able and multilingual office. In all probability, managing the relatively small Archives Congress prepared Professor Sällström for the more exacting task of handling the historians.

Needless to say the archivists, some 450 strong, had little impact on Sweden's capital city. Larger conventions had preceded us, even larger ones were going on while we were meeting, and there was the danger of personally being engulfed by them. One of our *confrères*, who shared a taxi from his hotel with what seemed a Swedish fellow archivist, made this discovery when his guest asked him about a number of unknown American colleagues in the field and praised the work on pyorrheal pockets that one of them had done. The man was headed for the Centennial Congress of Dentists, and our colleague—Robert Bahmer—got out of the taxi as soon as he could.

Host to many groups of professional men and women, Stockholm displayed all the charms of an ancient European capital. Its lakes,

* Ernst Posner hardly needs an introduction in this journal. Past President and now Fellow of the Society of American Archivists, former dean of the Graduate School of the American University and now chairman of its Department of History, he has been a frequent and valued contributor. This paper was read at a luncheon, Oct. 7, 1960, during the annual meeting of the Society of American Archivists at Boston, Mass.

woods, rocks, and architectural beauties—to say nothing of its restaurants—combined to furnish an impressive setting for the Congress, though cold and frequently rainy weather interfered with its enjoyment. Also, to our bewilderment, people insisted on driving on the wrong side of the road, which made crossing the street a hazardous enterprise, best accomplished if one managed to have one's right flank protected by some sturdy Swedish men or women.

Except for the opening session of the Congress and certain excursions, the meetings took place in the Swedish Academy, the former Stock Exchange in the heart of the old city called Riddarholm, close to the Royal Palace, the Palace of the Nobility, and the old Rikssarkiv or Royal Archives. Like many ancient buildings, the Stock Exchange had atmosphere, but lacked some of the amenities that facilitate a convention of any size. The conference room proper, in Empire style with backless benches upholstered in blue, was adequate enough for its purpose. There were, however, no anterooms or corridors of any size where people could circulate and get acquainted, and there seemed to be only two facilities for creature comforts, one each for males and females. Worst of all, no simultaneous translation system had been provided for the sessions. As a result, communications had to be followed by translation into at least one and frequently two other languages—a procedure that on me had a soporific if not deadening effect.

It was in these slightly inadequate surroundings that the Congress, attended by representatives of 40 countries, did most of its work. As could be expected, Sweden with its 86 archivists outnumbered all other contingents, closely followed by France and Germany with 77 and 71 respectively. The iron-curtain countries—and I use the term with some trepidation for reasons that I shall explain—furnished a total of 31 delegates, including 4 newly admitted members from Red China. The Near and Middle East were represented by colleagues from Turkey, Israel, and the United Arab Republic; Africa sent delegates from Southern Rhodesia, Madagascar, and Nigeria. The last was represented by the affable and jovial Lloyd Chike Gwam. The splendid blue costume he wore at the first meeting and the new role of Africa in world affairs made him quite a center of attention.

The contingent from the Western Hemisphere consisted of delegates from Brazil, Canada, Jamaica, Mexico, Peru, and the United States. According to the roll there were to be 17 of us from the United States, not counting our better halves, if any. Robert Bahmer, wearing the two hats of Secretary General of the International Archives Council and representative of the National Archives and

Records Service, served as our spiritual head and a useful channel to the ruling elite. In addition to Bahmer, there were four members of the National Archives staff—Messrs. Bauer, Gondos, Muntz, and Sherman. Mr. Church, Mrs. Blackwelder, and my fellow-delegate Mr. Duniway came from the States, while institutional archives found a spokesman in Miss Jacklin from Cornell. Our ranks were reinforced by Mr. Barrow from Richmond, Mr. Jenkins from Chapel Hill, Mrs. Lake from Illinois, and Professors Deutsch and Westergaard from Washington State and U. C. L. A. respectively.

To name but a few of the archival celebrities that adorned the convention, they included the Council's Honorary President, Charles Braibant, a little more stooped but as vivacious and charming as ever; Étienne Sabbe, well known to us from our Detroit meeting, now Director General of the Belgian Archives; Sir David Evans from the Public Record Office; and Mr. Belov, head of the Soviet Central Archival Administration, always shadowed by an interpreter. There were Professor Lombardo, Inspector of the Italian State Archives, and Professor Sandri, Chief of the new Italian Central Archives; Georg Winter, retired head of the Archives of the German Federal Republic, and Johannes Papritz, Director of the West German Archives School; Mr. Lamb from Canada, though I never saw him; and, last but not least, our friend Enrique L. Morales Rosas, Director General of the Mexican Society of Archivists, who, his calling card announces, is dedicated to "the service of Mexico and to the cultural and economic betterment of the archivist," a most laudable goal.

As could be expected, the political situation had its repercussions even at a meeting of archivists. Thanks to the stand taken by Dr. Buck at the Florence meeting with regard to Red China and adopted by the International Archives Council, we admit to membership not countries, but archival institutions, associations, and individuals.¹ At the Stockholm meeting, therefore, the question of admitting archivists from East Germany as a separate group was not raised. Other international meetings had to deal with this thorny problem: at the International Historical Congress the issue was skilfully sidetracked by the executive council, but at about the same time the Astronautical Society of the Soviet Zone and its Geographical Society became full-fledged members of their respective international organizations, which thus tacitly acknowledged the existence of the

¹ Dr. Buck called the council's attention to the constitution as revised in 1950. See Margaret C. Norton, "The First International Congress of Archivists, Paris, France, August 21-26, 1950," in *American Archivist*, 14: 15 (Jan. 1951).

"two Germanies." In the case of the archivists, those of East and West Germany were listed in straight alphabetical order in the Congress directory, as if they were all members of the same Olympic team.

Latent tension among the archivists came into the open, however, at the session on economic and social archives. In his excellent report, M. Marquand of the Archives Nationales had spoken of the practices of the "iron-curtain countries" and had called the Polish trade unions quasi-official organizations. As the first speaker in the discussion period, Altman of Poland accused him of having given a distorted picture of the status of these completely autonomous trade unions, and he also accused him of injecting cold-war language into the work of a learned gathering. Mr. Belov of Soviet Russia repeated and reinforced the attack on M. Marquand. It was skillfully counteracted by Étienne Sabbe, who suggested that the matter might appropriately be referred to the Council's Committee on Terminology. He further observed that the term "capitalistic" as used in socialist countries was not to be considered a complimentary or unloaded term, either. Otherwise, the archival Olympics went on in an atmosphere of good will and comradeship. The Congress' work and activities might best be summarized under the following headings: the formal opening session, the business meeting, the three working sessions, meetings of the various committees, professional sightseeing, and, finally, assorted social functions.

The business meeting, or Constituent Assembly as it is called, actually preceded the opening of the Congress. After tribute had been paid to deceased members of the Executive Committee of the International Archives Council—Count Filangieri, its onetime President, former Vice President Jimenez Rueda of Mexico, and Dr. Winckler of the Bavarian State Archives—the meeting received reports of the Council's officers and committees for the period 1956-60. New business transacted included the following: Article 15 of the constitution was changed to expand from 6 to 8 the membership of the Executive Committee. The vacant positions, thus increased from three to five, were filled by the election of Sir David L. Evans of England, Mr. Lamb of Canada, M. Chamson, Braibant's successor as Director General of the French Archives, Mr. Belov of Russia, and Mr. Altman of Poland. Following established custom, our host Mr. Andersson was elected President. The dignities of Vice President for the Eastern Hemisphere and Vice President for the Western Hemisphere were conferred on Étienne Sabbe and Wayne Grover respectively. The former will be host at the Fifth International Congress, to be held in Brussels in 1964.

A short debate developed with regard to the proposed increase of dues, when the Danish delegate suggested levying a contribution of one Swiss franc per member on the participating associations. This would have hit the larger associations pretty hard. I found myself in the eloquent company of M. Bautier of France, when I pointed out that I would not dare face the membership of this Society were I to bring back the news of an increase of our contribution from 75 francs to approximately 400. The motion, which had not been seconded, was defeated; and the Executive Committee's proposal was adopted. It increases our annual dues from 75 to 100 francs; that is, from \$30 to \$40.

The business session was accompanied by no little confusion. No translation service had been provided for this session, officers and delegates talked French or English, as the case might be, and half of them seemed uncertain of what was actually before them. There was also considerable disregard of Robert's Rules of Order, and several times, before my inner eye, I saw a former president of our Society rising to his feet and interjecting his "Mr. Chairman, point of order."

Far greater ceremony surrounded the formal opening session, for which the Assembly Hall of the Palace of the Nobility provided an impressive setting. Within its walls, decorated with the escutcheons of Sweden's noble families, an audience of some 500, alerted by the trumpets of two Royal Guards, listened to the opening address of the Swedish Minister of Education, to the greetings of a representative of Unesco, to the welcome of Ingvar Andersson, and to the response of Sir David Evans, who replaced Count Filangieri as President of the Congress.

About the working sessions little will be said, not because I goofed but because the reports prepared for them had been distributed in advance and "will in time be published in *Archivum*, together with abstracts of the comments made on them during the sessions."² Some general remarks will suffice. For the first session, on state (*i.e.*, public) archives, Étienne Sabbe was the reporter. And I think his was the most difficult task. In the first place, some important countries—Soviet Russia for instance, and all the Latin American countries—had not responded to M. Sabbe's detailed questionnaire. Also, as a result of misunderstandings, his request for information reached the Society of American Archivists much too late to circulate it to the various State archival agencies. The Secretary of the Society on January 7 called the attention of the Secretary General of

² Robert H. Bahmer, "The Third International Congress of Archivists," in *American Archivist*, 20: 157 (Apr. 1957).

the Congress to this situation, politely pointing out that there seemed "to be some confusion in the minds of some of our European colleagues as to the specific relationship of the National Archives and the Society of American Archivists"³ and supplying him with a microfilm copy of the State Records Committee Survey of State Archives for 1959-60. Existing misconceptions were further corrected by Mr. Duniway, who explained the status and function of our State Archives in the discussion of the *Sabbe Report*.

As I said before, I felt M. Sabbe had been given a well-nigh impossible task. In 40 pages, he had to digest a great quantity of most diversified data under such headings as organization of state archives, creation of state archives, personnel of state archives, holdings, elimination of useless records, techniques of preservation, etc.; and some of the information sent in was decidedly irrelevant, as for instance the fact that "Our colleagues in Rhodesia-Nyasaland work 37 hours weekly at Lusako and Zamba, but 40 in Salisbury," or that the "lending of books to the staff is generally tolerated" by archival agencies.

M. Marquand's report, on archives and modern social and economic research, gave evidence of thorough knowledge of the field and its literature. He made good use of the best of American literature, such as Mr. Holmes' articles on business archives and Mr. Lewinson's study of archival sampling and survey of labor archives, though I am afraid that he gave too rosy a picture of business-archival developments in the United States.

Inasmuch as in communist countries business records are public records and are treated as such—both Mr. Altman and Mr. Belov were anxious to make it clear how effectively they had tackled the problem—it would have been appropriate to have two reporters deal with the topic, one from the East and one from the West. Strangely enough such division of labor was provided for the one topic that lent itself clearly to worldwide treatment regardless of race, creed, or color, namely new techniques, new materials, and new experiences concerning restoration of documents and seals, preservation of maps and plans, and photography since 1950. Robert Bahmer discussed developments in the Western Hemisphere, pretty much those in Canada and the United States, and Johannes Papritz covered those of Western and Central Europe, paying considerable attention to the leading role of the United States in this field. Techniques and experience of the Soviet Union and the so-called Peoples' Democracies were dealt with by Mr. Belov, not too

³ Letter to Åke Sällström, Secretary General (photocopy).

revealingly I thought, although undoubtedly the work of the Central Research Laboratory of the Soviet Union's Central Archival Administration seems to be of a very high caliber.

The discussion periods, which at each of the working sessions followed the brief introductory remarks of the reporters, were disappointing. Apart from laudable exceptions, such as Mr. Church's remarks, they contributed very little. Most of the interveners, it seemed, enjoyed the opportunity to address an international gathering and used it to ride their respective hobby horses or to repeat in detail the information they had supplied to the reporters. Others confirmed Mr. Justice Frankfurter's experience of the "limited appeal that relevance has for a discussion."⁴ To make matters worse, all interventions had to be translated into at least one foreign language, and since most of the interveners cavalierly disregarded the time limits indicated by the session chairman and since the latter did not use the gavel to enforce them, a single intervention might take up to 30 minutes. There would seem to be room for considerable improvement, many of us felt.

The so-called working sessions were preceded and supplemented by the meetings of the Committees on Terminology, Sigillography, and *Archivum* and by a session of the Central Commission on the Latin American Guide. To touch briefly on two of them, the Committee on Archival Terminology under Mr. Hardenberg of the Netherlands was able to show considerable progress and would seem to deserve amply the financial support it requested in its report to the International Archives Council. Information on the plans for the projected Guide to the Sources of Latin American History is on p. 363-366 of the July 1960 issue of the *American Archivist*. The mechanism for the preparation of the Guide consists of the Central Commission, composed of representatives of the Council, the heads of the interested archival administrations and the specialists who, in turn, constitute the International Technical Committee charged with the scholarly direction of the work on the Guide. Pending the appointment of a specialist from the United States and the establishment of a national commission, your reporter, in the capacity of chairman of the Society's Committee on International Relations, attended the meeting of the Central Commission in Stockholm. With a view to the forthcoming publication of the Guide to Latin American Material in the National Archives and to that on Archives and Manuscripts in the United States (prepared by the National Historical Publications Commission), our National

⁴ *Felix Frankfurter Reminiscences, Recorded in Talks With Dr. Harlan B. Phillips*, p. 201 (New York, 1960).

Commission will be well on its way to contributing effectively to the work on the Latin American Guide.

Professional sightseeing made up for some of the disappointment that many of us felt after the working sessions. At a technical exhibit we saw various types of compactus shelving and interesting specimens of collapsible archives boxes, products of the highly developed Swedish paper and cardboard industry. Also, we had an opportunity to view a magnificent exhibit of documents of the Swedish Riksarkiv and were generously given a splendid volume containing facsimiles of many of them. We did not visit the present Riksarkiv and its various branch offices, but instead we were taken to the site of the new Riksarkiv, an underground installation in a hill outside the city of Stockholm. Inasmuch as there was nothing yet to see except the enormous galleries driven into the rock, the members of the Congress, on what was an abominably rainy day, had to wear white steel helmets to protect themselves from falling stones while slithering down the tunnels into the interior of the mountain. It was quite a hilarious affair, though far less instructive than the later visit to the Municipal Archives of Stockholm, already installed in underground bombproof facilities.

Bedraggled as we were, we went to the beautiful modern City Hall, where the Municipal Council of Stockholm offered us a fine reception. The Vice Chairman of the council, a rather young and charming lady, welcomed us to sherry and port in the magnificent Golden Hall of the building. There, for the first time, delegates could mingle easily and freely. To many of us the most enjoyable of the cultural attractions was a performance of Pergolesi's light opera, *Il Maestro di Musica*, in the eighteenth-century court theater of Drottningholm, the Royal Summer Palace. For several years a center of musical life, this little theater had stood neglected until recently—with the result that the old costumes, decorations, equipment, and stage-machinery were preserved intact. My wife and I sat on the bench reserved for *hovdamer* (ladies in waiting) and tried to behave accordingly, while later registrants at the Congress had to be content with the places for "His Majesty's second valets and barbers." Though somewhat prepared by the court atmosphere of the theater, we did not have an audience with His Majesty the present King of Sweden, as later the historians did.

Other amusement provided for the Congress included sightseeing in the city of Stockholm, a cocktail party at the Thiel Art Gallery, an all-day excursion to Uppsala, and various functions for the ladies. It all added up to an enjoyable and profitable week in the Swedish capital, enjoyable because of the opportunity to meet again or for

the first time so many outstanding archivists of foreign countries, profitable because of the professional information obtained from conversations with them and to some extent from the working sessions. To quote again from Robert Bahmer's report on the International Congress in Florence, I would like to "assure you personally that an international meeting is an experience that every American archivist should have."⁵

And, if I may add a footnote to this, an international meeting is doubly enjoyable if, after a day's work, one can return to a little American enclave, such as some of us had established at the Apollonia Hotel. It helped us to review and digest the intellectual and other intake of the day and, as far as my wife and I are concerned, it confirmed and increased a sense of belonging that even in the "Archivist's One World"⁶ remains a most precious possession.

⁵ *American Archivist*, 20: 161.

⁶ *Editor's note*: The allusion is to a term employed by Solon J. Buck as the title of his presidential address before the Society of American Archivists in 1946. See *American Archivist*, 10: 9-24 (Jan. 1947).

Necessary Confusion

The only other matter . . . that now remains to be considered, is the question of confusion and incompleteness in the records of the Bureau of Refugees, Freedmen and Abandoned Lands.

As is natural, the clerks in the Adjutant General's Office on the one side, and the clerks of the Bureau at the time of its transfer to the War Department on the other, gave testimony directly in conflict. The one party charged that there was confusion of records before; the other maintained that whatever confusion was found occurred after the transfer to the War Department, and was due to carelessness and recklessness in the removal.

The Court did not deem it necessary to investigate *this dispute*.

It is certain that there must necessarily have been confusion which would arise without fault in any one. To transfer to new hands, in a very short time, and to remove to another building the immense and varied records of so extensive a business machinery; so ramified throughout the country; in the hands of so many different people; for so many different objects; and covering a period of seven years, as that of the Bureau of Refugees, Freedmen and Abandoned Lands, implies necessarily greater or less confusion for a long time after such transfer, even if it had been made by the same officials previously engaged upon it and there had been perfect harmony on the subject.

—Report of the Special Court of Inquiry to investigate charges against Brig. Gen. O. O. Howard, as published in War Department General Order 75, A. G. O., July 3, 1874.

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Surveying for Archives Buildings

By HENRY HOWARD EDDY *

*Pennsylvania Historical
and Museum Commission*

TOO OFTEN an archival survey is thought of in terms of measuring over-age records in attics and basements and crowded file rooms, of computing totals in cubic feet for the use of an architect who supposedly can employ such hastily gathered data in designing a structure suitable to house and service records. This conception of surveying is deceptively simple and inadequate. A survey on which the planning of an archives building is to be based must cover much more than merely the gross bulk of records.

For among the least useful of surveys is that of gross records bulk. As one who in earlier days attempted surveys of bulky records dispersed in inadequate storage places, I can testify to the basic futility of the process. Armed with a somewhat complicated questionnaire, a yardstick, and a measuring tape, we plunged into our task. What we found astounded even ourselves. The adding machines, honest beyond question, demonstrated that the records in and about our National Capital, placed end to end, would reach an obscure point in the Orient. Placed in filing cabinets one atop the other, they would quickly mount beyond the top of the Empire State Building and enter zones recently rendered hazardous by Sputniks, Explorers, and similar vehicles of ultrarapid transit. This makes good propaganda, but even as propaganda it has become stale. Certainly there exist vast quantities of records, but measurements of gross bulk have no significance unless supplemented by an estimate of substantive content. What information do the records contain? Is their preservation essential? If so, for how long?

There can be no doubt that, in its day, propaganda regarding records bulk served a purpose. It overcame inertia, made possible the expansion of staff in some State archives, helped to launch programs for microfilming, and promoted the establishment of procedures for regulating and fostering the destruction of that great percentage of public records whose life span should be brief. Some of the surveys of gross bulk were primitive, but they were a definite

* Paper read, Oct. 7, 1959, at the annual meeting of the Society of American Archivists in Philadelphia, during a workshop session conducted by Victor Gondos, Jr. The author is Public Records Officer of Pennsylvania.

stage in archival evolution. Some governments, with or without surveys, went on to establish carefully planned programs of micro-filming for space conservation and to set up systems for controlled disposal of records adjudged useless. Storage areas have become somewhat cleared for still further advance.

It is notable that the most conspicuous of the modern surveys do not appear to have been made primarily to obtain data on which to plan a records building; rather they were aimed at better control of records. At our meeting in Washington in 1956 Thornton Mitchell reported on the survey he was then conducting in Illinois, and Vernon Santen on his survey of the records of the State of New York. Both reports have been published in the *American Archivist*.¹ Mr. Mitchell and his National Records Management Council staff had profited from experience at the National Archives and elsewhere, and Mr. Santen has for over a decade coped with New York's records problems. In the background at Illinois was the long and devoted career of Margaret Norton, and behind the Albany survey lay years of regulated disposition by a succession of archivists. Such modern surveys, solidly based and thoroughly planned, are quite capable of furnishing reliable data useful either for expanding a program of regulated disposition or for planning a new building. If money and skilled archivists are available, the survey may well be a logical step in development of any local program for records care.

A survey merely of records bulk is so unreliable and a scientific survey is so expensive and ponderous, however, that much can be said for skipping the survey and proceeding merely to estimate records bulk and thus obtain a basis for planning. In Pennsylvania we never have had a staff sufficiently large and able to do more than search out and preserve archival treasures while encouraging and guarding disposition, but in carrying on those essential chores we have reached certain conclusions that we believe to be sound.

Our basic assumption is that the volume of records accumulated by a government will vary directly with the size of the population involved and with the age of the government itself. Pennsylvania is older than the Union and has always been populous. Through the years its population has approximated a tenth of the nation's. The Federal archives very quickly filled the million cubic feet of space that became available 25 years ago in Washington. We feel that Pennsylvania would be extremely shortsighted to plan for less than

¹ "The Illinois Records Management Survey," in *American Archivist*, 20:119-130 (Apr. 1957); and "The New York State Inventory Project," *ibid.*, 20:357-367 (Oct. 1957).

100,000 cubic feet of space for its records. Many variables are involved, but to a degree these tend to balance each other, and we believe our estimate to be as close to reality as would the figures supplied by a survey that measured records to the nearest foot.

We also feel that, like most State archives, we must have a location close to the capitol and handy for State officials, scholars, and others who need to come for consultation or service. On Harrisburg's Capitol Square a building attractive in appearance is essential. A sprawling warehouse, however inexpensive and utilitarian, would hardly be tolerated. In our case, the adjacent Susquehanna River limits the depth to which we can sink storage areas. Faced with our situation we are planning a high building, with ample office quarters and working space, providing a section for permanent archives together with a section for transient materials. Thus we shall attempt to combine an archival agency and a records center.

Of course we are asking for offices, a search room, a photographic section, and workrooms for sorting and repair; but the core of the building will be the space for records. We may be able to get 100,000 cubic feet, and certainly we cannot justify a request for less. We must have centrally located quarters for administration, research, microfilming, and processing; and these our plan provides. For a time at least—perhaps 10 years or even 20—the building can house the records center as well. We must anticipate that eventually we shall have to construct in the suburbs a low and sturdy records center, simple and efficient; but the requirements for that building will be dictated as the need becomes felt. We estimate for the time being only, and we believe that our proposal is sound. We are following precisely the plan of the National Archives, which has expanded to Suitland and to Alexandria. We believe the pattern can be followed with profit by any large State government.

In all this we strive to be realistic, and we believe that in shaping our plans the expense and massive effort of a survey of bulk would have been both formidable and unnecessary. At the present stage of archival development, good disposal and microfilm programs are slowly removing much of the adipose tissue without any need for measuring it. Scheduled disposals will gradually bring stability, and developing experience with our own records center will demonstrate the possibility for adequate controls over the flow of records through the various State agencies.

If a formal survey of records bulk seems dispensable, surveys of other types are less easily dismissed. An architect will demand to know what is to be housed in the proposed records building and what activities are to be carried on there. He will need to know the

kind, types, and sizes of equipment to be installed, as well as the workflow and power requirement. These are simple and sensible questions, but before they can be answered surveys of the local situation and of the records staff, of present aims and of potential developments, are required. Such surveys are a basic necessity too seldom considered.

In most States the archival agency is of relatively recent origin. It frequently is regarded by older agencies as something of an upstart, and it can acquire a reputation as an officious youngster unless tact characterizes every contact. There is no standard arrangement of agencies and in every State there will be unique local variations in the pattern, but the archivist hoping for a building must be certain of his relationships with the State historical society, the State library, the State university, and the secretary of state; with the heads of other large and active agencies such as departments of agriculture, highways, and welfare; and with State fiscal officers such as the auditor, the treasurer, and the director of the budget. He must learn the legal limits of the jurisdiction of the archival agency and the possibilities for cooperation with or competition from other agencies that may be concerned in one way or another with records. Is there an established microfilm agency, and what is its position in relation to the archival agency? Equally essential is a careful survey of the archives staff itself. Just what ability and talent are available, and what do you want to accomplish? The aims of archival agencies vary tremendously from State to State. Here are a few samples of what those aims can be:

1. To trace lineage, verify vital statistics, search out records of military service, provide information regarding heraldic insignia, and assist in compiling family charts.
2. To provide—for political subdivisions (notably counties)—centralized housing and servicing of records.
3. To stimulate and regulate the systematic destruction of short-lived records at the end of their period of usefulness.
4. To salvage and preserve for reference and research those documents, originating in official agencies, that concern the development of the State government.
5. To provide a centralized photographic service, with photostat or microfilm equipment to serve not only the archives but also other State agencies.
6. To promote efficiency in State offices through a records management program.
7. To collect documents from private as well as official sources so as to document the development of industrial and commercial enterprises within the State.
8. To provide a center where both State officials and scholars can find the

materials and the informed assistance they may require to resolve research problems.

The list could be lengthened—what about exhibits, historical markers, publications?—but enough has been enumerated to show the diversity of programs. How many such aims do you pursue? How efficient is your staff in handling each? What facilities does each demand? Must your proposed building provide for each activity? Should your activities be expanded?

To sum up:

1. Merely to measure the bulk of records is not enough to provide data for constructing a building, and a good estimate will probably supply figures as useful as those compiled by an elaborate and time-consuming survey.

2. It is essential to survey the local situation and discover just what services the archival agency should be able to offer its State government.

3. To advance intelligently, an archival agency needs to plan for the "long pull," to survey its basic aims, and to foresee the space needs for its activities.

When you have all this clearly laid out in a logical pattern satisfactory to yourself, work with your architect and make him understand and appreciate just what you want to do and what facilities are required to accomplish it. Teach him the basic realities of records care and service, and you may be surprised at what he in turn can teach you of engineering and art. For architects are interesting and very agreeable people.

The Worm That Turned

The kurando-dokoro . . . originally had charge of the emperor's private property and his personal archives, but was without any administrative powers . . . But by the end of the ninth century . . . the influence of the new organ was such that it attracted the most talented persons, who could be sure of attaining high office. It came to be known in the official world as Tōryūmon, the Gateway of the Ascending Dragon.

—Sir George Sansom, *A History of Japan to 1334*, p. 113-114 (Stanford, 1958). Quoted by permission of Stanford University Press.

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St. George Leakin Sioussat, 1878-1960

By DAVID C. MEARNS

*Manuscript Division
Library of Congress*

ST. GEORGE LEAKIN SIOUSSAT, a member of this Society, died at his home on Washington's Connecticut Avenue, on August 31, 1960, at the age of 82. He is survived by his widow, the former Julia T. Richardson.

Descended from a distinguished Maryland family, Dr. Sioussat was born at Baltimore, March 13, 1878, the son of Albert W. and Annie Middleton (Leakin) Sioussat. His mother was a well-known historian of that State. He was graduated from the Johns Hopkins University, A.B., 1896, Ph.D., 1899. Lehigh University conferred upon him the honorary degree of Doctor of Letters in 1947. He was assistant instructor in history at Smith College, 1899-1904; professor of history and economics at the University of the South, 1904-11, and dean of its College of Arts and Sciences, 1909-11; professor of history at Vanderbilt University, 1911-17; Littlefield Professor of American History at Brown University, 1917-20; professor of American history at the University of Pennsylvania, 1920-38; and Chief of the Manuscript Division, Library of Congress, and incumbent of the Library's Chair of American History (offices in which he succeeded J. Franklin Jameson), from 1938 until his retirement in 1948.

That last decade of service was one of extraordinary demands and equally extraordinary developments. The Division moved from its long-familiar quarters in the Library's Main Building to the third floor of the recently completed Annex. Archibald MacLeish, upon assuming the duties of Librarian of Congress, appointed Dr. Sioussat chairman of a committee to review and reassess the Library's acquisition policies. Out of the committee's work grew the "canons of selection" and the initial formulation of what would later become the "Farmington Plan." Under his direction, the manuscript collections were inventoried in anticipation of a possible national emergency. After the attack on Pearl Harbor more than half of the Division's materials were evacuated to places of greater safety outside the District of Columbia. They were returned three

years later. The Robert Todd Lincoln collection of the papers of Abraham Lincoln, impounded for more than 80 years, at last became available to the public. Notable accessions were the papers of Woodrow Wilson, William E. Borah, George W. Norris, Gifford Pinchot, Albert J. Beveridge, and William Allen White. The Congress, through appropriations, made possible the purchase of the Herndon-Weik collection of Lincolniana and the Pinckney family papers. In 1934 and again from 1938 to 1948 Sioussat was a member of the National Historical Publications Commission. A member of the American Philosophical Society, he was chairman of its committee on the library from 1934 to 1942; from 1947 to 1950, he was its vice president.

Upon his retirement, Luther H. Evans, then Librarian of Congress, commented:

His attention during the last ten years has been urgently engaged in duties performed for the benefit of other scholars. The staff of the Library will join me in wishing that Dr. Sioussat may now, freed from administrative labors, be able to devote his learning to the pursuit of private studies for which his experience has so richly prepared him.

Actually he continued to serve the Library as honorary consultant in American historiography until his death. His attainments were many and each was touched with grace. The contributions he made to the literature of his profession were important not only for their content but also for their style—at once lively and fastidious. Possessed of courtly manners, he was blessed with wit and an infinite fund of anecdote and diverting recollection. Whether as host or guest he was always at his best, always considerate of the company around him, always amusing and amused, always leaving the impress of a warm personality, and endowed with rare gifts for friendship. He inspired loyalties. Dispensing with the "braw brass collar" prescribed by Mr. Burns of Alloway, he allowed a gray eyeshade to bespeak "the gentlemen an' scholar." His patience and his courage throughout his last and painful illness were exemplary. His death is a severe loss to scholarship, but it is a deeper, a still more grievous loss to those who were fortunate enough to know him and to sense his presence.

Roscoe R. Hill, 1880-1960

By MARTIN P. CLAUSSEN

Alexandria, Virginia

THE DEATH of Roscoe R. Hill on October 26, 1960, at his home in Washington, D. C., ended a long and productive career, both in and out of the archival field, that covered almost half a century in academic and public service.

For the Society of American Archivists Dr. Hill's passing is a special loss—the loss of one of our founding members (among the oldest of those surviving) and of one who was active in the Society up to within hours of his death, when he was working on the latest installment of his “Latin American Archivology” series. Almost every year our quarterly had at least some word from him, usually a note of praise for a new Latin American archival guide or documentary historical publication or a gentle but persistent gibe at some of the frailties of our professional argot—a favorite pastime in his dialogs with fellow archivists. He also served on several of the Society's committees: Classification and Cataloging, International Relations, and Membership. In 1951 he was elected an honorary member in the Society, with lifetime tenure, and in 1958 he was enrolled in the Society's first selection of distinguished Fellows.

Like most leading archivists in America and Europe in this century, Dr. Hill's academic training and intellectual interests were basically historical. He worked variously and tirelessly as a teacher, writer, administrator, and consultant, and he traveled extensively and had a wide acquaintance abroad, especially in Latin America. He had grown up in post-Civil War Illinois, had attended Eureka College (A.B., 1900) and the University of Chicago (1903-4, 1907), and had initially taught in midwest high schools and in a mission school in Cuba (1901-8 *passim*). His first major archival project, and the one that established his reputation, was in Seville, in 1911-13, for J. Franklin Jameson's Department of Historical Research at the Carnegie Institution of Washington: the compilation of the *Descriptive Catalogue* of documents relating to United States history in a major collection of Spain's colonial records, the *Papeles Procedentes de Cuba*. He then taught history at universities—Columbia, California, New York, and New Mexico—1913-20 *passim*; headed the Spanish-American Normal School at El Rito, N. Mex., 1917-19; and served in the U. S. State Department, 1920-28, first

on the Nicaraguan High Commission and later on the Nicaraguan War Claims Commission. He earned his doctorate in 1933 at Columbia, working under William R. Shepherd, himself both a historical scholar and archival compiler.

Dr. Hill's archival career in the U. S. Government extended from 1928 to 1946, first at the Library of Congress and next at the National Archives. He served in the Library's European Mission, 1928-30, as director for Spain, and in its Division of Manuscripts, 1930-33, as historical editor of the last three volumes of the Continental Congress Journals—the monumental series whose earlier volumes had been edited by Worthington C. Ford, Gaillard Hunt, and John C. Fitzpatrick.

Early in May 1935 Dr. Hill left the Library for the National Archives, then being organized by the first Archivist of the United States, R. D. W. Connor. Dr. Hill was the first division chief to come on duty, and he served with distinction from 1935 to 1941 under Dr. Connor and from 1941 to 1946 under Solon J. Buck. For the first six years he was chief of the Division of Classification, where he sought experimentally to develop an all-inclusive classification pattern, along historically accurate organizational lines, as a device for registering, coding, and inventorying the entire past accumulations of the Government's records. Simultaneously he busied himself—and the staff of young historians whom he recruited for his division—with the prosaic work of compiling descriptive inventories (which he called "classification schemes") for specific collections. In 1941, when these functions (along with cataloging, reference, accessioning, and disposal) were reorganized and decentralized, Dr. Hill was named chief of the Division of State Department Archives. There he served until his retirement from Government service, in 1946.

In retrospect, Roscoe R. Hill was an interesting combination of the conservative and the progressive, essentially a traditionalist among the moderns, tenacious in opinion but gentle in spirit. He guided and stimulated a wide circle of historical students and scholars in the United States and abroad, and will be long remembered, with respect and fondness, by those who knew him well.

A Significant Order on Record Management

By M. L. AHLUWALIA *

National Archives of India

“THE RECORDS of the East India Company’s governments in India are probably the best historical materials in the world.” So begins the introduction to William Foster’s *Guide to the India Office Records, 1600-1858*, quoting from the *History of the Mahrattas*, by the famous historian James Grant Duff.¹

What led Duff to appreciate the wealth of material available in the archives of the East India Company and Foster to echo him is the availability of the records of the company in a sufficiently intact form—both the records in India and their counterparts, now preserved in the Commonwealth Relations Office, London. This, however, does not mean that—like any other records in the world—the company’s archives did not suffer from the usual hazards of fire, rain, theft, and human negligence. These were there. For example, the company’s records at Calcutta had suffered some destruction in 1737, during a flood and cyclone, and some in 1756, during hostilities when Calcutta was captured from the British by Nawab Siraj-ud-daulah.² As early as 1682 mention was made in the Court of Directors’ minutes of the “old books and papers which are in a confused manner layd in the upper garret of the [East India] House.”³ Again in January 1717 it was reported that one of the Surat journals had been removed from its covers and stolen, and that “great quantities of the Company’s packets and other papers were thrown on heaps in the Back Warehouse.”⁴

But, in spite of all this, it is to the credit of the directors of the East India Company that they began to bestow the necessary attention to the management and safety of their records at a comparatively early period. Thus we find that in 1769 the company had

* The contributor of this article is an archivist on the staff of the National Archives of India, New Delhi.

¹ Foster, *Guide*, p. (i) (London, India Office, 1919); Duff, *History*, 2: 185 (London, 1826).

² *A Hand-Book to the Records of the Government of India, 1748-1859*, p. 2.

³ Foster, *Guide*, p. (i).

⁴ *Ibid.*

appointed at its London headquarters a special officer to look after their fast-growing archives.⁵ The designation of this officer was "Examiner of the Indian Correspondence and Records," and his department came to be called the Book Office.⁶ From this time onward the Court of Directors continued to issue necessary instructions regarding the management of their records in India.

One of the most significant of such orders was the Court's general letter dated September 21, 1785, and addressed to the Governor General of India in Council at Fort William. This order was issued in view of the mismanagement and misuse of the company's records in India. It had come to the notice of the directors that, because of the unrestricted access that all their "servants" had to the records, it had become a practice of some to transmit or sell these records to private correspondents in London. Moreover, it had become a practice of the high officers of the company in India to divulge the secrets of the company to their friends and relatives in England. Pointing to these malpractices, the Court in its general letter observed:

We have long regretted an abuse which is now become so prevalent, and has gone to such an extent, that we must be peremptory in taking the most effectual measures to put an end to it. We allude to the practice of our Servants having access to, and transmitting home to their private correspondents such part of our records as they think proper. Our orders therefore are that no persons but the Members of the different Boards⁷ shall have access to their Records, except the Secretaries of such Boards, and those entrusted by them, and *that* no private copies shall be given thereof, except to the President of each Board if he shall desire it. To these persons so entrusted, we shall look for responsibility, and if copies of any of our papers, correspondence or Records shall be discovered in the possession of any persons not warranted by the Government either at home or abroad, we shall certainly take the most effectual measures in our power to discover by whose means the communication has been made and will dismiss from our service any person who shall be found guilty of disobeying our Orders.

⁵ The officer was Samuel Wilks.

⁶ Foster, *Guide*, p. (ii). The archives of the company in India could not, however, be put under proper management until 1891, when the Imperial Record Department, now called the National Archives of India, came into existence. As early as 1799, however, a separate record room was constructed at Fort William at a cost of *Sicca* Rs. 1500/-/- and was fitted with wooden racks at an additional cost of *Sicca* Rs. 500/-/-. Henceforward all the noncurrent records of the Presidency, which had been kept in boxes, were kept on open racks so as to be easily looked after. Public general letter to Court, Dec. 31, 1799, para. 6. See also *Indian Historical Records Commission; a Retrospect, 1919-1948*, p. 33.

⁷ By the same letter the Court of Directors had ordered that the company's administration at Fort William be controlled by four boards to be called the Board of Council, the Military Board, the Board of Revenue, and the Board of Trade.

Another practice of a similar nature likewise calls for our animadversion. Many of our servants possessing our most confidential situations are accustomed to indulge themselves, without Reserve in corresponding their private Letters, upon the Public Affairs of the Company. This is attended with many inconveniences, is directly contrary to our repeated orders, and we desire you will take the most effectual means to prevent it, and if any of our servants presume to continue in a practice so contrary to our wishes and orders, we shall certainly mark our disapprobation by the severest tokens of our displeasure.

Another irregular practice of the company's servants had been to send some of the letters meant for the directors in care of their friends and relatives in London. In order to put an end to this the Court in paragraph 52 of the above letter continued:

It is incumbent upon us further to inform you, that a practice has sometimes prevailed of late, of our servants abroad, sending home Public Letters to the care of persons resident in this country to be delivered by them or not as in their discretion they shall think proper. We prohibit any such practice in future, and direct that all Letters to us from our servants abroad, be addressed directly to the Court of Directors and sent by the usual conveyance: No other will be received by us.

As a result of these orders (a) the safe custody of records became a primary duty of the seniormost officials of every department of the company; (b) only the members of the different boards and their secretaries concerned had access to their departmental records; (c) authenticated copies of records could not be had by any official of less rank than the president of each board, and such copies could be taken only for the official use of the company in India or abroad; (d) no records or copies of records could thereafter be taken away, sold, or otherwise disposed of from the departmental archives; and lastly (e) the prohibition of sending public letters in care of private persons in London prevented the loss of valuable correspondence while in transit.

Thus the English East India Company's records continued to be kept safe and intact by the various departments long before they were physically stored in a proper records depository and began to receive the care of professional archivists.

The Varieties of the Record

Before calling Menderes, the prosecution attempted to set the scene by offering in evidence a pair of lace-trimmed silk panties found in his office safe in an envelope marked "historical records."

—Account of the mass trial in Turkey of officials of the government of ex-Premier Adnan Menderes, in *Time*, Nov. 14, 1960, p. 31. Quoted by permission of the publisher.

Editor's Forum

Cultural Property Damage in Chile

In a letter to Philip M. Hamer, president of the Society of American Archivists (in his capacity of Executive Director of the National Historical Publications Commission), Alberto Zapata B., president of the Instituto Científico de Lebu, describes the damages to the institute's scientific library in last May's earthquakes in Chile and requests donations of books and other publications in Spanish to replace the collections destroyed. Undoubtedly many institutional or individual members of the Society are in a position to assist Professor Zapata, who may be addressed at Apartado Postal 123, Lebu, Chile. His letter follows:

El Instituto Científico de Lebu se halla preocupado de restaurar su Biblioteca Central que sufrió cuantiosas pérdidas a consecuencias de los sismos que asolaron la zona Sur de Chile, en los días 21 y 22 de Mayo pasado.

La mayor parte de su patrimonio bibliográfico fué afectado por las inundaciones que provocaron las aguas del Pacífico, perdiéndose colecciones de libros y revistas.

Estamos empeñados en reconstruir en la medida de nuestras fuerzas, solicitando la cooperación de las organizaciones internacionales, organismos oficiales e educativas de todos los países, para que nos envíen libros y publicaciones en idioma español, para dotar esta Biblioteca y poder rehabilitarla cuánto antes para reiniciar sus actividades.

Con este motivo, tengo el agrado de dirigirme al señor Director Ejecutivo de la Comisión Nacional de Publicaciones Históricas, para solicitar un aporte en libros, mapas, etc. sean duplicados o disponibles a fin de incrementar nuestros fondos bibliográficos.

Agradeciéndole la deferencia, que preste a este pedido, hago propicia la circunstancia para saludar a Ud. muy atentamente.

Rights of Literary Property in Manuscripts

Seymour V. Connor, Director of the Southwest Collection, Texas Technological College, authorizes our publication of a letter written by him on this subject, March 31, 1960, to the late Arthur Fisher, Register of Copyrights. Mr. Connor's letter follows:

In a recent newsletter of the American Council of Learned Societies there appeared an invitation from you asking that persons interested in problems of literary property and copyright legislation send you written statements of their views. I trust you have been blanketed with opinions, but nevertheless I would like to take advantage of your invitation to make what is more an inquiry than a statement of opinion.

For some time, because of my connection with the management of archival collections, I have been concerned over the elusive problem of the rights of literary property in manuscripts. Will the revision of the copyright law affect uncopyrighted literary property?

It seems needless to write a lengthy letter about manuscripts if these are not to be involved in the new legislation, but if the new law may affect these rights, I would like to urge that it avoid any confiscatory measures, and I would like to suggest the possibility of some sort of statutory limitation on literary property in manuscripts following the doctrine of abandonment. In short, if the owner of literary property in a manuscript fails to exercise in any way any claim to his literary property in his manuscript within some specified length of time, then he may be considered to have abandoned his property. It appears to me that any other approach to the placing of literary property in manuscripts in the public domain might be confiscatory and would not protect the owner of such property should he desire to sustain his rights.

I hesitate to write at any more length on this matter because the new law may not deal with this problem in any way and I would merely be wasting your time. With apologies, and at the risk of seeming immodest, I am enclosing a reprint of a somewhat superficial summary of this problem from the archivist's viewpoint. If there is a possibility that the revisionary legislation will concern manuscript literary property rights, I would greatly appreciate the opportunity of writing to you further on this subject and soliciting opinions for you from some of my colleagues.

The "reprint" to which Mr. Connor refers is of his paper, "The Problem of Literary Property in Archival Depositories," in *American Archivist*, 21: 143-152 (Apr. 1958).

Looking Ahead

Our April issue will feature papers by L. H. Butterfield, "Bostonians and Their Neighbors as Pack Rats," and Walter Muir Whitehill, "In My Father's House Are Many Mansions," read at the Society's Boston and New York meetings, respectively. A symposium—on *records management* in government, business, and elsewhere—will be presented in our July issue. Members of the Society may wish to call these plans to the attention of interested nonmembers so that new subscriptions or memberships may be entered before the publication of these issues.

Annual Bibliography

For reasons beyond the control of the compiler of the bibliography, publication of the list of "Writings on Archives, Current Records, and Historical Manuscripts, July 1959-June 1960," scheduled for this issue, has been postponed to the April 1961 issue.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

MANUALS

Rules for Alphabetical Filing as Standardized by American Records Management Association. (American Records Management Association, *Research Study* no. 1, 1960. 65 p. \$4. Order from Dale Kuebler, 3365 Middlebury Drive, Dearborn, Mich.)

This compilation is the work of a committee formed in 1956 to study and report on alphabetical filing practices in business offices and to reconcile conflicts in the rules issued by authorities in the records management field. Chapter committees in six cities developed sets of rules based on the practices of their membership. After comparing these with the rules in various filing manuals and textbooks and those used in compiling directories, encyclopedias, and other works with an alphabetical arrangement, the committee based its codification of standards on library rules published by the American Library Association and the Library of Congress.

In general the committee has steered a middle course between comprehensiveness and oversimplification, making occasional recommendations of standard reference books for complicated problems. Fuller treatment seems warranted, however, in some cases—foreign names for one.

Despite its scholarly preparation the manual has not escaped a certain pretentiousness. For example, order of entry becomes “avenue of entrance,” diacritical marks or simply accents are found under “modified words,” duplicate indexes refer respectively to rules and pages, and the sound if self-righteous emphasis on library rules reveals only a superficial application of their underlying discipline.

The committee's rules, expressed concisely and simply, make no radical departures from accepted practices, but, in the words of the authors, attempt to develop ARMA standards. The rules are arranged in two groups: “filing unit” and “avenue of entrance.” Though these are determinations fundamental to any sort of filing, the dual arrangement results in a separation of related practices that impedes both reference and the creation of an overall logical concept. This is somewhat modified by the composite list of illustrations, which will please those who look at the examples rather than the rules. There is also a section on the preparation of labels and cross-references. The bibliography of sources consulted by the committee, containing such diverse references as Taube's *Studies in Coordinate Indexing*, books on library cataloging and classification, and Moody's manuals, would profit by a classified arrangement or brief annotations for the inexperienced user.

Although this is in general a worthy accomplishment, it falls short of the

definitive text for which many of us have been waiting. Experience gained from this venture will, it is hoped, encourage the authors to achieve in future editions an all-American classic of alphabetical filing.

MARIE CHARLOTTE STARK

International Monetary Fund

Documentation, Indexing, and Retrieval of Scientific Information; a Study of Federal and Non-Federal Science Information Processing and Retrieval Programs. Senate Committee on Government Operations, 86th Cong., 2d sess., S. Doc. 113. (Washington, 1960. xiii, 283 p. 70¢.)

This document should be read by all with professional or occupational interest in managing information. Archivists, records managers, librarians, documentation specialists, and organization and methods personnel who must deal with originating, processing, storing, and retrieving information will find here concise, thought-provoking statements of today's problems of managing all types of information as well as current and planned solutions. This study, unlike many similar reports, does not magnify today's accomplishments out of proportion to the unsolved problems that remain. Instead, it emphasizes the future by acknowledging that information is being produced in quantities to overtax severely our present systems of distribution and assimilation.

The work presents the programs of 20-odd Federal agencies in summary form, with detailed data on progress in selected agencies such as the Armed Services Technical Information Agency, the Atomic Energy Commission, the Library of Congress, the Commerce Department, the Central Intelligence Agency, and the Bio-Science Information Exchange. It also treats the science information and retrieval programs of some 19 non-Federal groups, in varying degrees of detail. The working areas covered include the exchange of biological and medical research data, the abstracting and information services of the Library of Congress, the storage and retrieval of patent information, the preparation of indexes and bibliographies by various agencies, language translation systems, and weather forecasting including the processing of data from outer-space satellites.

Despite the advances made in the development of "hardware" the need for "educating" the mechanical equipment is emphasized. This education process, it is demonstrated, requires the pooling of the knowledge, skills, and techniques of both professional and semiprofessional disciplines. Inter-disciplinary rivalries, which hinder and sometimes prevent cooperative efforts in this area, are also highlighted.

Problems of less-than-exact replies to mechanized inquiries are discussed. The question of what data to feed the mechanical memory, so that answers to future inquiries will be reasonably accurate and complete, directly focuses attention on the field of subject indexing. Here the need for interchange of knowledge is paramount. The abstracter, the indexer, the machine programmer, and the user must pool their needs and capacities to produce effective and efficient systems. No solutions are offered as to the "one best way" to index, since the problems

of the "close" match have not been solved except by numerous compromise techniques.

This report is not afterdinner reading. The subject matter is complex, the technical presentations require careful attention, and the analyses are presented in depth. Use of alphabetic symbols for agencies, programs, systems, and machines further complicates reading and analysis. Despite the large-scale problems discussed, the basic factors of these problems and their solutions are readily translated to apply to the day-to-day occupational needs of those who must prepare, process, store, and retrieve information—be it technical or nontechnical, scientific or nonscientific.

VERNON B. SANTEN

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DESCRIPTIONS OF RECORDS

The Central Zionist Office, Vienna: Z1 ("Erez Israel" Bureau des Zionisten Congresses) 1897-1905, by G. Herlitz, ed. by P. A. Alsberg. (Central Zionist Archives *Lists of Files*, vol. 1; Jerusalem, 1960. iii, [5], 26 p. Processed.)

This list dispels most of the reviewer's reservations about the orthodoxy of archival practice in the Central Zionist Archives. Its previous publications had left some doubt whether the institution clearly distinguished between archives and nonarchival materials. The introduction to the list—in English, German, and Hebrew—follows the traditional pattern for inventories and lists by including an organizational history of the Central Zionist Office at Vienna, a description of its functions, and a brief history of the records that shows strict adherence to the principle of provenance. The introduction closes with a brief reference to related records in the archives of other agencies. This introduction is interesting to archivists for its comments on the development of filing techniques in Zionist offices. All communications were received and registered by the general secretary and transmitted to the chairman or the honorary secretary of the Inner Zionist Actions Committee. (The former acted chiefly on political, the latter on administrative, matters.) The papers were arranged according to Zionist Congress and then by registry number. When the Vienna office closed in 1905, the papers were packed in bundles by subject and transferred to Cologne (later to Berlin), and in 1913 they were deposited with the General Archives for the History of the Jews of Germany, predecessor of the Central Zionist Archives. The Central Archives reconstructed the classified file system developed by the Cologne office.

The list is arranged by major subject—*Politik, Organisation und Propaganda, Finanzen und Finanzinstitute*, and the like—and then by secondary and tertiary subjects. Each subject is identified by a classification code and a file number (*Aktennummer*). The prospective searcher, however, can judge the amount of material relating to a particular subject only by the number of file units. For example, *Das Uganda Projekt*, a plan to settle Jews in what is now

Kenya, is represented by nine file units. Whether each unit is a single document or a dossier cannot be determined from the list.

MEYER H. FISHBEIN

National Archives

The Oral History Collection of Columbia University. (New York, Columbia University, Oral History Research Office, 1960. 111 p. \$2.)

As the Father of History is Herodotus, the Father of Oral History is Allan Nevins, who first spoke of his idea in 1935, discussed it in print three years later, and in 1948 conducted the first interview—of the late George McAneny, with a graduate student taking notes as the venerable civic worthy reminisced. Notwithstanding his retirement in 1958, Professor Nevins has continued as chairman of the University Advisory Committee, and a number of his special interests in recent history are clearly discernible in the larger projects of the Oral History Research Office. The office has employed nine staff interviewers since 1948, of whom three are in harness at the time of publication, including the present director, Louis M. Starr. Work was initiated under a grant from the fund left to Columbia by the historian Frederic Bancroft, and five foundations have since contributed to its maintenance, the Carnegie Corporation of New York most substantially with a five-year grant beginning in 1955. Previous lists of the project's accumulations have been mimeographed; its catalog now attains the dignity of a booklet handsomely printed on good paper.

The most cogent justification for oral history is stated by Dr. Starr, not in the catalog but in the *Columbia Graduate Faculties Newsletter* for November 1959. In recent years documentation has multiplied embarrassingly, but it contains less and less personal and confidential material—"what has become of the confidential letter?" Hence the Oral History Research Office has sought, from an impressive number of contemporaries of the most varied careers, statements of their experience as it has appeared to them. Presumably the same liability is incurred as in older types of reminiscences: the memory and the ego play strange tricks with the events of a person's past. But here the well-primed interviewer and his questions serve as something of a plumb-line, and the speaker is encouraged to use his papers as guides and reminders.

The present catalog lists memoirs totaling 131,500 typed pages, of which 52,590 are already available to any qualified investigator and the rest will become available at the time stipulated by the author—usually at his death or five years after it. The catalog is in two parts, a "Biographical Section" (p. 15-86), followed by "Special Projects" (p. 87-100). The project idea, however, is evident throughout the first part, for it is full of memoirs of persons prominent in New York City affairs, the objective to which the office was originally limited, and of men concerned with the Department of Agriculture in New Deal years and with the labor movement of our time, two areas of concentration subsequently adopted. The first section is not in a single numbering, since A19 is followed by B1, but there is a total of 357 entries. The earliest-born person actually interviewed seems to have been the late Mrs. Ella Boole, who in

1950 at the age of 92 told about the development of the Woman's Christian Temperance Union. The most copious memoirist thus far is Henry Agard Wallace, who was doubtless approached for the Department of Agriculture project but whose product (5,520 pages) covers far more than that. He may well be surpassed by Paul J. Sachs of the Fogg Art Museum and Frances Perkins, who have rung up 4,610 and 3,548 pages respectively and are still in progress. Other substantial memoirists are another Secretary of Agriculture, Claude R. Wickard, with 3,992 pages, and the mining engineer turned diplomat, Spruille Braden, with 3,188. In the second part, the 15 projects described include two industrial enterprises, the McGraw-Hill Publishing Co., and the Book-of-the-Month Club—all of which are financed by the subjects—and the testimony of friends and associates of Gov. Herbert H. Lehman and Gen. H. H. Arnold. More than 100 "show-business" people have already contributed 4,409 pages to the popular arts project, and its series 3 and 4 are in process. Excerpts from the radio pioneers project were printed in *American Heritage* for August 1955, as some from the memoir of the late Albert D. Lasker, the advertising tycoon, had been in the issue of December 1954.

A few comments may be offered. "Segments of some interviews may be heard on tape." Would not oral history be better served if a selected portion of every memoir were preserved as a recording, thereby preserving something of the author's personality? The "Biographical Section" contains a number of entries that are not memoirs but are transcripts of talks to seminars, discussion meetings, and so forth. These occasional items, seldom more consequential than a magazine article, could best be segregated. The individual contributors to special projects should be, but are not, included in the index.

DONALD H. MUGRIDGE

Library of Congress

DOCUMENTARY PUBLICATIONS

Court Records of Kent County, Delaware, 1680-1705, ed. by Leon deValinger, Jr. (*American Legal Records*, vol. 8; Washington, American Historical Association, 1959. xxij, 382 p., illus.)

This book, compiled by the State Archivist of Delaware, prints the contents of four "record books" (now in the custody of the Public Archives Commission of Delaware, at Dover) that chronicle the proceedings of the Court of Kent County, from 1680 to 1705. These original sources of colonial law, despite numerous lacunae—particularly in the entries for the early years—afford many glimpses of colonial society in an area that became the middle county of the State of Delaware in 1776. Most of the introduction to the book is a sketch of the early history of Delaware, which Mr. deValinger has divided into four eras—the Swedish period, dating from 1638; the Dutch period; the Duke of York period; and the William Penn period, which began in 1682, when Penn acquired from the Duke of York the territory now comprising the State. The editor supplements his historical account with a description of the court's "record books," some observations on its jurisdiction, and a statement on

the rules of style he followed in preparing the manuscript records for publication.

The proceedings of the court, entered either in summary or in circumstantial form, disclose that the tribunal, vested with wide original jurisdiction and empowered to appoint some classes of public officials, tried many criminal cases. The following extract exemplifies the entries dealing with the court's criminal processes:

Whereupon the said Adam Latham being brought to the Barr and the Bill of Presentment [charging him with a crime involving moral turpitude] being Read to him he Pleads (Guilty) and puts himselfe upon tryall by the Court. The Court doe therfore that the said Adam Latham shall have and Receave twenty Lashes on his bare back well laid on in vinue of all the People as a punishment . . . Which was by the Sherriffe Returned into Court Executed . . .

One notes that many criminal cases involving moral turpitude came before the court, and that the judges did not hesitate to prescribe the lash for malefactors, irrespective of sex or race. The tribunal's civil jurisdiction, on the other hand, encompassed many types of cases and other proceedings, often minutiae.

Whoever uses this work will accept wholeheartedly the appraisal given it by the Hon. John Biggs, Jr., Chief Judge of the U. S. Court of Appeals, Third Judicial District, in his prefatory note: "By his careful and precise editing and by his most interesting introduction Mr. deValinger has performed a valuable service for the student, for the researcher and for the lover of history. He is to be congratulated."

GEORGE P. PERROS

National Archives

Anthony Wayne, a Name in Arms; Soldier, Diplomat, Defender of Expansion Westward of a Nation; the Wayne-Knox-Pickering-McHenry Correspondence, ed. by Richard C. Knopf. (Pittsburgh, University of Pittsburgh Press, 1960. x, 566 p., illus. \$7.)

With impressive finality Richard Knopf in this, his most recent and outstanding work on Gen. Anthony Wayne, not only gives proper perspective to the role of the "Indian War" in the early history of the United States but also shows that the general's military and diplomatic successes opened the door to westward expansion and spelled the doom of foreign designs in the trans-Allegheny West. Moreover the author, without obviously attempting to do so, balances the "Mad" Anthony Wayne concept with a more favorable impression. This he does through a simple device, which might profit others of the craft interested in comparable subjects. The war correspondence between General Wayne and Secretaries of War Knox, Pickering, and McHenry (a complete transcription of which is in the office of the Anthony Wayne Parkway Board) is presented in chapter form for each of the five years, 1792-96, of this phase of Wayne's career. The editor's brief but adequate statement at the beginning of each chapter affords an explanatory backdrop to the correspondence and ties the whole together.

The correspondence comprises accurate transcriptions, carefully edited and appropriately documented, revealing the complete development of the "Indian War." Military, political, and diplomatic aspects are reported; and details of plans, operations, and peace negotiations are related. Specific information is furnished on innumerable items, including ammunition, alliances, appropriations, espionage, discipline, illness, Indians, military personnel, militia, pistol dueling, recruitment, rations, supplies, transportation, and weapons. Of special interest is information on the history of Wayne's well-trained troops known as the Legion of the United States. The result is a firsthand account of the Wayne expedition, related by the leading participant and key officials, from Wayne's appointment as major general and commanding officer of the troops in April 1792 to the signing of the Treaty of Greenville in August 1795.

The work further includes a suitable introduction, 32 illustrations and diagrams, a map on the end-papers, a bibliography of the Wayne campaign, and an index. It is an essential source for a study of the subject or the period and is noteworthy for its use of archival material.

ROLAND C. MCCONNELL

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REPORTS OF ARCHIVAL AND RECORDS MANAGEMENT AGENCIES

Twenty-Second Annual Report of the Archivist of the Hall of Records State of Maryland for the Fiscal Year July 1, 1956, through June 30, 1957. ([Annapolis, 1958] 56 p.). *Twenty-Third Annual Report . . . 1957-58.* (53 p.) *Twenty-Fourth Annual Report . . . 1958-59.* (55 p.)

Morris L. Radoff, like the agency he has guided for more than a score of years, has become, through his annual reports and other activities, an institution. Over the years he has candidly reported on progress, set-backs, and the occasional failure. Indeed, for some 21 years he has patiently set down what to him must have seemed, at times, the story of frighteningly slow advancement. These three annual reports have unusual significance since they mark the accomplishment of a number of major objectives.

Dr. Radoff, in the earliest of these reports, notes:

The gains of each year's work, however much or little, until three years ago fell, for the most part, into the same categories as at the beginning. Then in 1953, we undertook the State's Records Management Program.

In the second of these annual accountings, he reports on the first five years of records management activities in Maryland. Remarkable were the accomplishments, indeed. As many as 270 schedules for 74 State agencies had placed 1,650 separate records series under control. It was estimated that some 90% of the State's records holdings were covered by these schedules. In addition, some 1,379 separate record series had been scheduled for local agencies of government. Within the five-year period 1953-58, 42,072 cubic feet of storage and filing space had been released. Then, in the latest of these three reports, Dr. Radoff was able to relate that the Annapolis State Records Center was

opened in September 1958, the Baltimore State Records Center in June 1959, providing a total of 13,000 square feet of records work and storage space, and, after overcoming many hazards, additional space in the Hall of Records was acquired for archival purposes (storage, office, and laboratory).

By the fiscal year 1958-59 the Hall of Records operating budget had reached very substantial figures: General Administration, \$19,268; Archival Administration, \$41,816; Records Management, \$55,042—for a total of \$116,126.

These reports make currently available and preserve for the record: accounts of Hall of Records Commission meetings, organizational charts, staff changes, participation of staff in professional activities, visits and visitors, publications, repair and binding, photocopying, the county land-records project, use of the collections, accessions, the library, attorney general's opinions, pertinent judicial proceedings, and legislation. The last of these three reports is illustrated.

No individual responsible for archival, manuscripts, or records administration activities can afford to overlook the Hall of Records annual reports series. They will long serve as an educational device and as a monument to one of the most gifted and dedicated men in the field.

JOHN C. L. ANDREASSEN

Baton Rouge, Louisiana

Les Archives Nationales en 1958; compte rendu adressé à la Commission Supérieure des Archives, par Charles Braibant. (Paris, Imprimerie Nationale, 1959. 65 p., appendixes, maps.)

The emphasis of this report is on the activities of the Archives Nationales. Reference is made to the institution's building program. In this connection, it is brought out that the foundations have now been laid for a building to accommodate both foreign archivists who go to Paris to study and archival students from the French provinces. A large archival depot, started in 1959, will have about 100 kilometers of shelving. Plans are afoot for a museum of universal history to have as its theme the march of men towards peace. Shortly before 1958, apparently, the Archives Nationales established a new organizational element, the "Section des services nouveaux," whose responsibilities are quite similar to those of the Central Services Division of the National Archives in Washington, including custody of certain archives and the supervision of the institution's library, reproduction of documents, tours, and exhibitions. This section also arranges the cultural talks given twice weekly at the Archives Nationales. In 1958 the Archives Nationales had an ambitious publications program underway: 54 inventories or guides were in preparation and an additional 42 were completed. It is clear, though, that the compilation of some of these finding aids had been going on for many years. The Archives Nationales has undertaken measures, outlined in the report, to discourage persons who are not considered serious researchers.

The report also covers the activities of the Departmental Archives, particularly their buildings and their finding aids programs.

A revision of the *Code des Archives de France* has been started. It will com-

prize five volumes: I. Administrative Organization and Personnel. II. Organization of the Departmental Archives. III. General Regulations of the Departmental Archives. IV. Preservation of Records. V. Regulations of the National Archives. The *Code* was last revised in 1931.

Though perhaps not of great importance, this reviewer nevertheless was struck by the personal flavor given the report. Dr. Braibant takes personal credit for a number of the activities reported. Generous mention is made, however, of the contributions of archivists on all levels in the Archives Nationales.

PHILIP P. BROWER

National Archives

Mauritius. *Annual Report of the Archives Department for the Year 1956, . . . 1957, . . . 1958*, by A. Toussaint. (Port Louis, Mauritius; J. Eliel Félix, I. S. O., Government Printer, 1957-59. 21, 28, 27 p.)

These reports describe the continuing achievements of Dr. A. Toussaint, Chief Archivist of the historic British colony of Mauritius. Among these are increased photographic reproduction of records for preservation purposes, greater control over government records disposal practices, and organization of a conference of archivists and historians of the Indian Ocean countries. Still more notable perhaps is the issuance of the *Bibliography of Mauritius* and four supplements, the first comprehensive compilation of all primary and secondary sources of Mauritian history, 1502-1958.

Archival accessions shown in the three reports included miscellaneous records concerning the French administration of the colony, 1738-1810, and the British administration, 1811-48, and minutes of proceedings of local government agencies, 1951-58. "Special material" received ranged from an early eighteenth-century notarial deed bearing the seal of the French East India Company to a menu of the Mauritian Government's banquet in honor of Princess Margaret's visit to the colony in September 1956.

Familiar problems of space and records control are mentioned by Dr. Toussaint. The addition of new steel equipment seems to offer only temporary relief for the growing archival holdings. An old prison in Port Louis is being used as limbo for noncurrent departmental records. Government agencies are not providing for the orderly disposition of their records and are tending to consider their "dormant" records as something unrelated to public archives. The Chief Archivist laments that "there are as yet few signs of archives-consciousness in most departments."

In 1957 the introduction of the ministerial system in Mauritius brought the placement of the Archives Department under the Ministry of Education and Institutions. This change seemed auspicious, since Dr. Toussaint considered it to be a recognition of his Department's cultural and educational role and an encouragement of its closer cooperation with other cultural and educational institutions.

HAROLD T. PINKETT

National Archives

Zanzibar. *Annual Report of the Government Archives and Museum for the Year 1957*. (Zanzibar, Government Printer, 1958. 21 p. 1½s.). *Annual Report . . . 1958*. (1959. 19 p. 1½s.)

These reports cover the first two full years since the appointment of a permanent Archivist in mid-1956. His principal problems were shortage of staff—he was the only professional member and had to divide his time between archival, museum, and library responsibilities—and lack of storage and of adequate working space in a building too small even for its original museum functions. Consequently, apart from a growing collection of noncurrent departmental circular instructions and a few manuscripts of special value, the Archives was unable to transfer any records from Government offices, where conditions of retention were far from ideal and where only makeshift reference facilities existed. Instead, the Archivist concentrated largely on the development of disposal schedules for the modern records of several departments, particularly the top administration of the Protectorate, the Secretariat. Besides providing welcome immediate and continuing disposal authority to overcrowded agencies, the schedules served to identify for future accessioning much material of permanent archival value. The Archivist also occasionally advised on filing methods and classification systems.

Unable to take custody of the records themselves, the Archivist promoted the development of the Archives Library as a central “source of information on all matters of Protectorate administration.” Accessions to the library consisted almost entirely of published official reports gathered systematically from public and private sources, especially the Government Printer. Under copyright legislation proposed by the Archivist, the library would receive all publications, official and unofficial, printed in Zanzibar.

Organic legislation for control of the public records has not been considered necessary; instead a 1957 general order gives “precise instructions” for their care, forbids unauthorized destruction, and establishes a 50-year limitation on public access.

These very informative reports, written in refreshingly clear and literate style, also discuss the museum and museum library aspects of the Government Archivist and Curator’s work.

MORRIS RIEGER

National Archives

Great Britain, Public Record Office. *120th Report of the Deputy Keeper of the Records, 1958*. (London, Her Majesty’s Stationery Office, 1959. 27 p. 1s. 6d.)

Great Britain, Public Record Office. *The First Annual Report of the Keeper of Public Records on the Work of the Public Record Office and the First Report of the Advisory Council on Public Records, 1959*. (London, Her Majesty’s Stationery Office, 1960. 23 p. 1s. 9d.)

These are successive annual reports on the work of the Public Record Office for the two most recent calendar years, 1958 and 1959. The novelty of a 1st

report treading upon the heels of a 120th report is justified by the reorganization and changes in nomenclature effected by the Public Record Act of 1958, which went into operation on January 1, 1959. The working head of the institution, Sir David L. Evans, upgraded in dignity from Deputy Keeper to Keeper of the Records, now functions under the Lord Chancellor's Office and presides over an authorized staff of 179 persons.

Of the foreign students who visit the P. R. O. headquarters in Chancery Lane, London, more than half now come from the United States. In deference to them, no doubt, care has been bestowed in recent years in repairing the American Loyalists' claims among the records of the Exchequer and Audit Department. Both Canada and Australia maintain on the spot their own microfilm cameras to photograph records of interest to themselves.

The 1958 report itemizes the finding aids produced in that year as well as those of older vintage, now out of print, that have been microfilmed. Both reports carry appendixes itemizing acquisitions and transfers of bodies of records.

Among the innovations of the Public Record Act of 1958 is the setting up of an Advisory Council to advise the Lord Chancellor on aspects of the Public Record Office that affect the public. The pamphlet for 1959 appropriately contains not only the first annual report of the Keeper of the Records but also the brief first report of the Advisory Council, of which by law the Master of the Rolls, currently Lord Evershed, is chairman. In its debut the Council has endorsed the revising of M. S. Giuseppi's *Guide to the Public Record Office* (2 vols., 1923, 1924). It boldly recommends printing rather than merely microfilming standard finding aids. It advocates speed in providing a new and adequate search room at the Chancery Lane site. The Council further suggests that the Keeper of the Records and his key assistants be sent abroad from time to time to examine records relating to Great Britain and to study foreign techniques of record administration and preservation.

H. B. FANT

National Archives

A Situação do Arquivo Nacional, por José Honório Rodrigues. (Rio de Janeiro, Ministério de Justiça e Negócios Interiores, 1959. 73 p.)

The Arquivo Nacional of Brazil has faced many difficulties since its establishment in 1838 and the services it has rendered to the government and the public have suffered accordingly. Having no building of its own, it had to move six times before occupying its present quarters. Its present building, constructed in the early nineteenth century, is too small and is not fireproof. Former heads of the institution have recommended the construction of a new and more adequate structure, but so far their recommendations have not been carried out. The Arquivo, chronic victim of a limited budget, has also suffered from lack of supplies, proper equipment, and trained personnel. Much of the equipment is obsolete or in need of repair. Every annual report from 1844 has requested more personnel. During a 50-year period, 1840-90, the staff was increased by one.

Until recently the holdings of the Arquivo Nacional were divided into administrative, legislative and judicial, and historical sections. The records in the historical section, the least neglected, are better controlled and described than those in the other two. There has been no systematic program for accessioning materials, and no records have been received from such newer government departments as Aviation, Health, Labor, and Education. Appraisal standards for selecting records for deposit in the Arquivo have not been developed. Reference service has been small.

Most of the foregoing statements describe the situation in the Arquivo Nacional when the present director, Dr. José Honório Rodrigues, took office on August 29, 1958. Many improvements have been introduced since that time, and while the handicaps have not been entirely overcome, important measures have been adopted that give promise of success.

First of all, the 1959 budget was increased 300% over that of the previous year, and the 1960 budget was again increased by 30%. Needed supplies, equipment, and books for the library have been ordered. A newly organized archival training program, offered from April to July 1959, had 70 students. A cartographic section has been established, and the public now has access to the search room seven hours daily. A records management program is being set up as well as projects for large-scale accessioning of noncurrent records and for the preparation of finding aids. The Arquivo is not among the agencies scheduled to go to Brasília, the new capital of Brazil, and at present is looking forward to occupying some of the buildings vacated by other agencies. This additional space is needed because the Arquivo will have to accept for deposit many of the noncurrent records left behind in the movement.

Dr. Rodrigues writes with the authority he commands as head of the institution. He believes that the Arquivo Nacional, victim of long years of neglect, must be revitalized, modernized, and given an opportunity to serve the needs of the government and the public. This is his message and goal.

GEORGE S. ULIBARRI

National Archives

Protection

O most gracious and worshipful Lord God, wonderful is Thy Providence. I return all possible thanks to Thee for the care Thou hast taken of me. I continually meet with signal instances of this Thy Providence, and one act yesterday, when I unexpectedly met with three old Mss., for which in a particular manner I return my thanks, beseeching Thee to continue the same protection to me a poor helpless sinner, and that for Jesus Christ His sake.

—Quoted as the prayer of an “ancient celebrated antiquary, when the object of a long search came to light,” in Edith May Tilley, “A Newporter’s Wanderings in Genealogical By-Paths” (*Newport Historical Society Bulletin* no. 78, Jan. 1931).

Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

THE objective of this department is to provide useful abstracts, not to talk about them. Nevertheless, the end of the first year furnishes an appropriate occasion for thanking publicly those members of the Society who have given generously of their time and thought so as to bring to other members the gist of some 75 articles originally written in one of ten languages. At this same time I should like to welcome to the staff of contributors George Ulibarri (National Archives), who will continue the work in Spanish and Portuguese language areas formerly the responsibility of the late Roscoe Hill, and also Icko Iben (University of Illinois Library), who has volunteered to abstract the material in Dutch. We hope to have something from the *Nederlandsch Archievenblad* at an early date. Readers may also be interested to know that, because the material is less generally accessible than other types and is written in a language less commonly read than those of most western countries, we plan to publish in each issue abstracts from a periodical originating in a country of the Soviet bloc.

L. K. B.

BULGARIA

Izvestiia na durzhavnite arkhivi (Reports on the State Archives) is published by the Ministry of Interior (Ministerstvo na vutreshnite raboti), which is responsible for the administration of most archival resources. The first Bulgarian publication of its kind, it appeared first in 1957. Presumably it is issued annually.

Izvestiia na durzhavnite arkhivi, 1957.

ALEKSIEV, M., *Arkhivnoto delo v Bulgariia* (Archival work in Bulgaria). P. 7-19.

Monasteries were the oldest archival depositories in Bulgaria. After the liberation from the Turkish yoke in 1878 some attempts were made toward an archival organization. Gradually some depositories emerged as the Orientalia Section of the National Library in Sofia, to which was added in 1924 the Archives Department as a central depository of government records. Other institutions such as the Ethnographic Museum, the National Library in Plovdiv, and the Bulgarian Academy of Sciences also served as depositories. Great damage has been caused because of unclear or vague disposal instructions, and a commission was established in 1934 to work out more specific instructions for archival management. All records were nationalized in 1951 and united into the single state *fonds*, divided into two groups according to historical periods: prior to September 9, 1944, date of the communist establishment, and afterwards. They are differentiated also as national or local records. The records of the first period are deposited in the Central State Historical Archives (Tsentralen durzhaven istoricheskii arkhiv), the others in the Central State Archives of the People's Republic of Bulgaria (Tsentralen durzhaven arkhiv na Narodna Republika Bulgariia). Records originating in institutions, organizations, and enterprises of circuit, district, and local character are deposited in the District State Archives (Okruzhen durzhaven arkhiv). Adherence

to the Soviet system and pattern is evident; the author pays the customary respect to the Soviet archivists and their experience. The theory and practice of archival management, also strictly Soviet, are based exclusively on the works of Chernov, Kniazev, and Mitiaiev. Some institutions are criticized for preparing their own rules of arrangement, and the author stresses the need for a clear concept of archival principles. Technical means for the preservation and duplication of records are scarce and badly needed.

TOPOLOV, ANGEL, *Za tsentralizatsiia na arkhivnoto delo* (For the centralization of archival work). P. 20-23.

A complete centralization of the state archives *fonds* has not yet been achieved. There are about 100 museums in Bulgaria and many libraries and cultural organizations that collect records, mostly of historical nature. These institutions are under the Ministry of Education—not under the Ministry of Interior, which is the only legal administrator of the state archives *fonds*. Records that are really needed in museums or other cultural institutions should therefore be kept there only in photocopies, and the originals should be deposited in the State Archives. Such a practice was observed in the U.S.S.R. by the author during his visit there in 1956. Other institutions legally authorized to hold records (the Orientalia Section of the State Library Vasil Kolarov, the Archives of Military History, the Party Archives of the Central Committee of the Bulgarian Communist Party, the Archives Institute of the Bulgarian Academy of Sciences, and a few major museums) should provide the State Archives with complete lists of their holdings.

Dokumenti (Documents) and *Obzori* (Reviews). P. 25-140.

Kritika i bibliografii (Critiques and bibliography). P. 141-152.

M. Kuzmanova reviews the Rules for Arrangement and Treatment of Private and Nonprivate Documentary Materials of the Nineteenth and Twentieth Centuries (*Pravila za komplektuvane, obrabotka, zapazvane i izpolzovane na dokumentalnite materialii ot lichnite i obshtestvenite arkhivni fondove i koleksii ot XIX i XX vek*), published in the *Izvestiia* of the State Library Vasil Kolarov for 1954. The authors of the Rules are blamed for having misunderstood the scope and limits of their archival holdings as established by law. The principle of provenance is also violated, the compilers were too much under the influence of library science, and they also omitted rules for the compilation of inventories as they are published in the U.S.S.R. and by the State Archives of Bulgaria.

Chuzhestranni spisanii i izvestiia (Foreign literature and reviews). P. 148-152.

Suobshteniia (Report)

Various reports on newly acquired *fonds*; a report by N. Nedeliakov on the bicentennial of the Hungarian National Archives (*Dvesta godini Ugarski natsionalen arkhiv*, p. 157-160); and Il. Georgiev's report on the activities in East German and Czechoslovak archives, which he visited on October 1956 (*Vpechatleniia ot arkhivnoto delo v germanskata demokraticna republika in Chekhoslovakiia*, p. 160-163). D. Mintsev reports on the sessions of the Scientific Council (*Zasedaniia na Nauchniia suvet*) of the State Archives established in 1952. The reported session was held in June 1956 and dealt with the instructions for the compilation of yearly plans in the State Archives and other establishments. At another session held in December 1956 the main topic of discussion was the forthcoming new publication *Izvestiia na Durzhavnite arkhivi*. It was generally felt that the main emphasis should be put on archival work, its theory and practice.

BOGOMIR CHOKEL

Library of Congress

CZECHOSLOVAKIA

Archivní časopis, VOL. 8 (1958), NO. 2.*Editorial*

The article *Celostátní výstava archivních dokumentů* is dedicated to the speeches of Minister of Interior Rudolf Barák (p. 57-61) and Josef Maček of the Czechoslovak Academy of Sciences (p. 62-65), on the occasion of the exhibit of historical records in the Castle of Prague (see *American Archivist*, 23:88). Under the slogan "From heroic past to the victory of socialism," it coincided with the eleventh assembly of the Czechoslovak Communist Party and the tenth anniversary of the communist establishment. A detailed description of the records displayed (tenth century to 1948) is supplied by G. Čechová and A. Šlais (p. 65-88).

Dopis sovětských archivářů archivářům Československým k 10. výročí Vítězného února (Letter of Soviet archivists to the Czechoslovak archivists on the tenth anniversary of the Victorious February). P. 91-92.

An appeal for brotherly ties between the two states and an even closer collaboration between the Czechoslovak and Soviet archivists.

ŠAMBERGER, ZDENEK, *Čtyřicáté výročí Leninova dekretu o archivnictví* (The 49th anniversary of Lenin's decree on archives). P. 93-96.

A rather standardized evaluation of Lenin's decree in terms of communist political ideology, emphasizing achievements of the Soviet archivists after the Twentieth Party Congress (see *American Archivist*, 23:71). The author points to three main tasks confronting Czechoslovak archivists: (1) to intensify archival work with the help of the newest technical achievements and to unify the rules for the state *fonds*; (2) to speed up the publication of guides, inventories, and documents; and (3) to keep raising the political and scientific level of the archival economy.

BÍČÍK, LUBOS, and JAROSLAV ŠKUBÁK, *Za další rozvoj okresních a městských archivů* (For a further development of district and city archives). P. 96-112.

After 1945 Czechoslovak archivists were confronted with the heavy task of reorganizing archives. This work was in three periods. Until 1947 the archives were under the Ministry of Education, which supervised archival establishments through its inspectors. The second period began in 1951 when the State Archives Commission was established with the task of working out drafts for new archival legislation; it was set up by the Ministry of Interior, to whose authority archival depositories had been transferred. The third period began in 1954 when the whole archival network was reorganized and all archival sources were united into a single state *fonds*. With respect to city and district archives the author analyzes the decree of the Ministry of Interior of April 28, 1958, for the Czech part of the state, and that of the Slovak Department of Interior of January 10, 1958, for Slovakia.

ŠAMBERGER, ZDENEK, *Ze zkušeností archivů v Sovětském svazu* (From experiences in the archives of the Soviet Union). P. 112-125.

A review of the publishing activities of the Soviet archives after 1945. The published materials are treated in three groups: records on events prior to the Revolution, those on the Revolution itself and the establishment of the Soviet power, and those on the events of World War II.

BEDNÁŘ, KAREL, *Obnova starých fotografií* (Repairing old photographs). P. 125-130.

The first part of this paper, to be continued in the next issue, deals primarily with procedures in preserving and copying daguerrotype prints according to Seeligmann and Miethe formulas.

Zprávy (Reports)

The damages in the Hungarian State Archives in relation to Slovakia (*Straty Maďarského krajského archívu so zreteľom na Slovensko*, p. 131-133) caused by the

1956 Revolution are listed by *fonds*. J. Nuhlíček reviews the fourth volume of City Names in Bohemia and Their Origins (*Místní jména v Čechách, jejich vznik, původní význam a změny*, p. 134-135). J. P. reports on the first session of the Commission on Publishing Medieval Historical Sources (*První zasedání Komise pro vydávání středověkých historických pramenů*, p. 135-136), organized by the Historical Institute of the Czechoslovak Academy of Sciences under the direction of Dr. J. Šebanek. The meeting took place on March 3, 1958. J. N. reports on the conference of the Historical Institute of the Czechoslovak Academy of Sciences, held February 20-21, 1958, on the occasion of the tenth anniversary of the communist establishment (p. 136-138).

Archivní časopis, VOL. 8 (1958), NO. 3.

NUHLÍČEK, JOSEF, *Pěťasedmdesátiny akademika Václava Vojtíška* (75th anniversary of Academician Václav Vojtíšek). P. 157-167.

A tribute to the long and successful career of this distinguished historian and pioneer archivist, member of the Czechoslovak Academy of Sciences, professor of auxiliary historical sciences at the Charles University in Prague, former chief archivist of Prague, an expert in archival theory and practice.

LUKÁŠ, VÁCLAV, *Výstava "Minulost Libereckého kraje v archivních dokumentech"* (The exhibit on the history of the Liberec District in the light of historical records). P. 168-170.

A review of the exhibit held in Jablonec nad Nisou from June to September 1958, organized by the local State Archives in collaboration with the Czechoslovak Academy of Sciences and the North Bohemian Museum in Liberec.

FABIAN, FRANTISEK, *Úřední soudy* (Official Courts). P. 171-182.

The German occupation of Czechoslovakia, 1938-45, introduced the German judiciary system and organization of the so-called *Amtsgerichte*. Lack of knowledge of the exact administrative structure of these courts caused, in the immediate postwar era, some confusion in the arrangement of records. The author analyzes the organizational and administrative structures of these *Amtsgerichte* and their branches. He concludes that inasmuch as these courts were by their functions, their organization, and their administrative structure completely different from the abolished Czechoslovak courts, their records must be treated as separate and independent *fonds*.

BEDNÁR, KAREL, *Obnova starých fotografií* (The repair of old photographs). P. 182-188.

In this continuation from no. 2, p. 125-130, the author discusses various procedures recommended for collodion glass plates, pannotype, ferrotype, and photographs printed on paper. There are bibliographic references to German and Czech works.

BENES, FRANTISEK, *Poznámky o archivní ochraně přivěšených pečeti* (Observations on archival preservation of pendant seals). P. 189-191.

Pendant seals are preserved in Czechoslovak archives mostly in leather bags. The State Archives of Brno uses paper bags also for this purpose. Each—leather and paper—has its advantages and disadvantages. Leather is softer and therefore less damaging to fragile surfaces, but less damage is caused by wrapping and unwrapping paper bags than by insertion or withdrawal of seals in or from leather bags. The author proposes the use of plastic materials, whose softness and transparency would greatly reduce the damaging effects of handling.

KOCMAN, ALOIS, *Poznámky k technickým vlastnostem papíru* (Remarks on the technical properties of paper). P. 192-198.

An analysis of the method for establishment of the pH factor as laid down by the Czechoslovak State Standard ČSN 50 0381 and conforming to the Soviet Standard GOST 1782-42. The analysis of various kinds of paper shows a rising pH for hand-

made paper in the years 1650-1850 (1650-4.1, 1750-4.8, 1850-5.7) and a greatly varying pH for different brands of paper manufactured in 1956. A selected bibliography of German and Czech works on the subject concludes the article.

Zprávy (Reports)

Bohumil Kut reports (*Z kroniky Celostátní výstavy archivních dokumentů*, p. 198-200) on the prominent foreign visitors to the June archival exhibit in Prague (see *Archivní Časopis*, 1958, nos. 1 and 2). -zd- reports on the seventh session of the Joint Commission of Czechoslovak and German Historians (*Zpráva o VII. zasedání komise historiků ČSR-NDR*, p. 200). The agenda for this session (for report on the sixth session see *American Archivist* 23:90) included exchange of microfilms and joint publication of records from Czechoslovak and German archives on the revolutionary years 1848-49.

BOGOMIR CHOKEĽ

Library of Congress

SPAIN

The Facultative Corps of Archivists, Librarians, and Archeologists of Spain was established in 1858. Its purpose was to provide technical personnel to direct and administer the archives, libraries, and archeological museums of the nation. On the occasion of the centenary of its founding the Corps devoted vol. 65 of its *Revista de Archivos, Bibliotecas y Museos* to an extraordinary commemorative number. The volume comprises articles by members of the Corps discussing problems and achievements during the century. It was felt that the occasion was a proper moment to reconsider what had been the mission of the Corps, how it had fulfilled its duties, and what was the task ahead. There are two introductory articles. One, by Gratiniano Nieto, points out the chaotic conditions existing when the Corps was formed, indicates the work of the organization, and describes the establishment of many new institutions. It emphasizes the work of the last 20 years and lists many of the improvements achieved, including better service and valuable publications. The other, by José Antonio Pérez Rioja, deals with the importance of the achievements, with a look to the future when the spirit that motivates the Corps will continue its contributions to the various institutions with youthful vigor. Then follows a long series of articles on many topics. The first section has some 130 pages devoted to archives; the second has about 330 pages dealing with libraries; and the third 140 pages on archeological museums. The abstracts presented relate only to the articles about archives.

Revista de Archivos, Bibliotecas y Museos, VOL. 65 (1958).

SARRALBO AGUARELES, EUGENIO, *Los archiveros españoles hasta mediados del siglo XIX* (The Spanish archivists to the middle of the nineteenth century). P. 19-37.

A brief historical account. Mentions the Archive of the Crown of Aragon at Barcelona, founded in the fourteenth century; the Archive of the Crown of Aragon at Zaragoza, 1461; the Royal Archive of Valencia, fifteenth century; the Archive of Simancas, 1526; and the Archive of the Bureau of Accounts, 1659. The information is based on the *Guía histórica y descriptiva de los archivos*, 1916. Names of the early archivists, their salaries, and some data on their duties are included. To illustrate the type of persons who were archivists, a list of the dowry brought by a bride in marriage to one of them is given.

PESCADOR, MARÍA DEL CARMEN, *Los otros archivos* (The other archives). P. 39-47.

A general statement about some 2,500 archives not under the Corps, with historical data, an indication of the problems in connection with these institutions, an account of the efforts of the Corps to solve them, and some suggestions for future attention to the problems.

UDINA MARTORELL, FEDERICO, *El Archivo Real Patrimonio de Cataluña: sus vicisitudes e incorporación al de la Corona de Aragón* (The Archive of the Royal Patrimony of Catalonia: its vicissitudes and incorporation in the Archive of the Crown of Aragon). P. 49-68.

Tells of the founding in the thirteenth century of two archives—La Bailia, with documents from 1285, and Maestro Racional, with documents from 1293—which in 1819 were united to form the Archive of the Royal Patrimony in Barcelona. This archive was finally united with the Archive of the Crown of Aragon.

ARAGO, ANTONIO MARÍA, and VICENTE SALAVERT, *Datos acerca de investigadores nacionales y extranjeros en el Archivo de la Corona de Aragón, 1849-1911*. (Data regarding national and foreign investigators in the Archive of the Crown of Aragon, 1849-1911). P. 69-102.

After a general introduction, there is a brief account of the directors of the archive, especially Manuel and Francisco de Bofarull. Then follow notes on the Spanish investigators, giving names, dates, and works published. Also there is information on French, German, Austro-Hungarian, Italian, and Slavic students, with indication of the subjects studied and the resulting publications.

MARTÍNEZ, FERRANDO, *Una visita de Próspero Mérimée al Archivo de la Corona de Aragón* (A visit of Prosper Mérimée to the Archive of the Crown of Aragon). P. 103-111.

An account of the relations of Mérimée with the directors of the Archive, Prospero and Manuel de Bofarull. His interest in documents relating to Peter the Cruel of Castile and his visits to the Archive and Barcelona are recounted.

ÁLVAREZ SOLAR-QUINTES, NICOLÁS, *La musicología en el Archivo Histórico Nacional* (Musicology in the National Historical Archive). P. 113-121.

The author gives a list of his publications regarding musicology in the National Archive, with notes on the material relating to music there. There are examples, also a consideration of the work of Alejandro Scarlatti.

DEL VAL, MARÍA ASUNCIÓN, *El archivo y biblioteca de la Dirección General de Plazas y Provincias Africanas: posible base para un centro de documentación de Africa* (The archive and library of the General Office of the African Cities and Provinces: possible base for a documentation center of Africa). P. 123-128.

A very brief description of the organization of the archive and library, with an indication of the materials and the possibilities of the future.

DEL VAL, FÉLIX, *Archivo de la Dirección General del Tesoro, Deuda y Clases Pasivas* (Archive of the General Office of the Treasury, the Debt, and Retired Employees). P. 129-136.

A brief history of the organization of the archive with an indication of the documents included and an estimate of the number of bundles and folders. The immense work involved in organizing and cataloging, the shelving in use and the problems in connection with it, and the services rendered are all described.

DEL VALLE, FRANCISCO, *Archivo de la Delegación de Hacienda, Biblioteca y Archivo Histórico Provincial de Palencia*. (Archive of the Delegation of the Treasury; Library and Provincial Historical Archive of Palencia). P. 137-143.

Brief notes on each institution with lists of directors and an indication of the catalogs of the archivalia. A list of documents transferred to the National Historical Archive is included.

GUASTAVINO GALLENT, GUILLERMO, *La acción española en los archivos y bibliotecas de la zona norte de Marruecos* (Spanish activity in the archives and libraries of the northern zone of Morocco). P. 145-212.

A lengthy article on the libraries and archives established by the Spaniards in Morocco. The part on archives comprises Section IV, The General Archive; Section V, The Historical Archive; and Section VI, The Photographic Archive. Each section gives brief data on the formation of the archive, the places occupied, the installations utilized, the materials included, the organization of the staff, and the services rendered.

MAGDALENO, RICARDO, *El Archivo de Simancas en los cien primeros años del Cuerpo Facultativo de Archiveros, Bibliotecarios y Arqueólogos* (The Archive of Simancas during the first hundred years of the Facultative Corps of Archivists, Librarians, and Archeologists). P. 213-238.

First there is a historical account of the archive, giving the names of the directors and indicating something of their contributions. A continuing problem has been the condition of the old castle where the archive is located and the need for repairs. The neglect of the government is pointed out. Attention is called to prominent visitors. The location in a small village was a handicap for investigators until the automobile furnished transportation to the nearby city of Valladolid. There is some account of the work of arrangement and cataloging, and an indication of the publications about the archivalia. Notations are made of records lent and returned.

MUT CALAFELL, ANTONIO, *Inventario de la documentación del justicia conservada en el Archivo del Reino de Valencia. Primera parte: Justicia de Valencia (1280-1321), justicia civil (1321-1410) y justicia criminal (1321-1660)* (Inventory of the documentation of justice conserved in the Archive of the Kingdom of Valencia. Part 1. Justice of Valencia, civil justice, and criminal justice). P. 239-259.

Part of an introduction to a series of inventories prepared by the author. It gives a general description and history of the Archive of the Kingdom of Valencia and a detailed listing of the groups of documents under the Valencian titles with descriptions in Spanish.

ARRIBAS ARRANZ, FILEMÓN, *El Archivo Histórico Provincial y Universitario del Valladolid* (The Historical Provincial and University Archive of Valladolid). P. 261-267.

A brief description of the founding of this provincial archive in 1931, with an indication of the records deposited in it.

CARUANA, JAIME, *Breve reseña histórica de los centros turolenses dependientes del Cuerpo Facultativo de Archiveros, Bibliotecarios y Arqueólogos* (Brief historical survey of the centers in Teruel under the Facultative Corps of Archivists, Librarians, and Archeologists). P. 269-271.

DE LA PLAZA BORES, ÁNGEL, *Noticias sobre algunos depósitos documentales castellanos anteriores al de Simancas* (Notices regarding some Castilian documentary deposits prior to that of Simancas). P. 273-281.

The story of royal documents deposited in the house of García Ruiz de la Mota in Burgos. In a revolt of 1520 a fire destroyed some of these records and damaged the others. In 1545 they were deposited in Simancas.

SÁNCHEZ BELDA, LUIS, *Misión social de los archivos* (Social mission of archives). P. 283-290.

Arguments for an improved program for the exhibition of documentary materials to interest young people. The writer is very critical of the current practices in this matter.

ROSCOE R. HILL

Washington, D. C.

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL ANNOUNCEMENTS

Membership Directory

The secretary has prepared a *Directory* as of June 30, 1960, which is available to members and subscribers at a dollar a copy. It contains the names and addresses of members arranged geographically with an alphabetical key to geographic location, and it also lists honorary life members, the Fellows of the Society, and committee chairmen. Orders for copies, with remittances, should be sent to the treasurer, Leon deValinger, Jr., P. O. Box 710, Dover, Del.

Membership Dues and American Archivist Subscription Rates

New dues and subscription rates, as approved at the annual business meeting of the Society on October 6, 1960, are as follows: Individual members—\$10 a year; institutional members—\$10 a year; subscriptions—\$10 a year; institutional sustaining—\$100 to \$500 a year; life members—\$200. These rates became effective November 1, 1960.

1960-61 Officers

In accordance with the Constitution, Philip M. Hamer, 1959-60 vice president, succeeds to the 1960-61 presidency. At the annual business meeting of the Society on October 6, 1960, Robert H. Bahmer was elected vice president for 1960-61 and William D. Overman was elected Council member for 1960-65. (The latter succeeded outgoing Council member Wayne C. Grover; other Council members continue for their terms of office.) Leon deValinger, Jr., and Dolores C. Renze were reelected treasurer and secretary, respectively, for 1960-61.

1959-60 Reports

The reports of the secretary, the treasurer, and committee chairmen for the Society year 1959-60 will appear in our April issue, which will publish also the minutes of the business meeting and the two Council meetings at Boston.

NEW MEMBERS

INDIVIDUAL: Norman Towne Allen, Woods Hole, Mass.; Virginia Nelle Bellamy, Austin, Tex.; Mrs. William J. Bland, Kansas City, Mo.; Mrs. Francis A. Booth, Huntington, L. I., N.-Y.; John Buchanan, Ithaca, N. Y.; Harry Clark, Jr., Independence, Mo.; Herbert A. Fine, Takoma Park, Md.; Helen Harriet Grove, Chicago, Ill.; Carl S. Gulotta, New York City; Charles F. Hinds, Frankfort, Ky.; Newman Jeffrey, Ithaca, N. Y.; Inez C. O'Brien and Dorothy B. Porter, Washington, D. C.; Rinehart S. Potts, Philadelphia, Pa.; Kenneth W. Richards, Trenton, N. J.; Boyd C. Shafer, Washington,

D. C.; Mary Conrad Stevenson, Clemson, S. C.; the Rev. E. R. Vollmar, St. Louis, Mo.; Ethel Von Gerichten, New York City; Guy Weatherly, Annapolis, Md.; Walter Muir Whitehill, North Andover, Mass.; Herbert G. Wilson, Akron, Ohio. INSTITUTIONAL: Papers of Woodrow Wilson, Washington, D. C.; Lowell Technological Institute, Lowell, Mass.; Saskatchewan Power Corp., Regina, Saskatoon, Canada.

DEATHS OF MEMBERS

ERNEST E. EAST, archival assistant, Illinois State Archives; in Springfield, Ill., October 1, 1960, at the age of 74. He was a past president of the Illinois Historical Society and of the Peoria Historical Society. Among his recently published papers were "Records of Illinois Soldiers at War" (*Illinois Libraries*, 41:272-287) and "Civil War Memorials for Illinois Veterans" (*ibid.*, 42:337-351).

ROSCOE R. HILL, archivist and historian; in Washington, D. C., October 26, 1960, at the age of 80. An obituary appears elsewhere in this issue.

ST. GEORGE L. SIOUSSAT, honorary consultant to the Library of Congress in American historiography and former chief of the Manuscript Division; in Washington, D. C., August 31, 1960, at the age of 82. An obituary appears elsewhere in this issue.

(Deaths of persons not members of the Society, if considered to be of interest to readers of this journal, are reported under appropriate domestic or foreign geographical headings.)

24TH ANNUAL MEETING*

The Society of American Archivists held its 24th annual meeting and 3d annual workshop at the Hotel Somerset in Boston, October 4-7, 1960. Local arrangements for the meeting were made by Richard D. Higgins, Archivist of the Commonwealth of Massachusetts, and a corps of assistants from the New England area. Dolores C. Renze, secretary of the Society, coordinated arrangements for the workshop. Alice E. Smith (State Historical Society of Wisconsin) was chairman of the Program Committee. Publicity during the meeting was handled by Edward N. Johnson (National Archives and Records Service), chairman of the Publicity Committee.

There were 218 registered at the meeting, from 39 States, Puerto Rico, and Canada. There were 42 attendants from the metropolitan area of Washington, D. C.; 38 from Massachusetts; 27 from New York; 10 from Illinois; 8 from Pennsylvania; 6 from Indiana; 5 each from Georgia, North Carolina, Ohio, and Utah; 4 each from Michigan, Vermont, and Virginia; 3 each from Connecticut, Maryland, Minnesota, New Jersey, Tennessee, and Wisconsin; 2 each from Colorado, Delaware, Kansas, Missouri, Rhode Island, and Texas; 1 each from Arizona, California, Florida, Idaho, Kentucky, Louisiana, Maine,

* *Editor's note:* Almost never recorded are the sometimes worth-remembering remarks of speakers or their listeners after the presentation of formal papers at meetings of professional groups. The following were among those gleaned from the discussions at the Society's Boston meeting. *Church records:* "I'm looking madly for things I threw away 50 years ago." *Business records:* "Recently when Mr. Lovett went out to pick up some records in the loft of a stable he took along a vacuum cleaner and 150 feet of cord." *Records management:* "A typical attitude can be, 'Every record has to be kept permanently, and by that I mean as long as I am here—after that I don't care what is done with it.'" "Symphony orchestras and archives are not economical institutions; they are parts of civilization and we have to pay for civilization." "I don't know any way to explain quality control briefly." "How can you service by telephone a piece of pictorial art if someone needs it and wants to see it?"—K.M.

Mississippi, Montana, New Hampshire, Oregon, South Carolina, Washington, West Virginia, and Wyoming; 2 from Puerto Rico; and 8 from Canada. These figures, derived from a registration list distributed during the meeting, do not entirely reflect actual attendance.

Wednesday, October 5, was devoted to workshop sessions, a visit to the new Massachusetts Archives Building, and a reception by the Colonial Society of Massachusetts and the Massachusetts Historical Society. Dolores C. Renze (Colorado Division of State Archives and Public Records), who presided at the opening general assembly, defined the workshop objectives as follows:

We are convened here today to participate in a workshop consisting of several sessions appealing to what may seem divergent interests. I think we are really brought together by the urge to arrive at a common understanding to enable us as archivists or records administrators to move in concert toward greater effectiveness in the profession in the larger sense. These sessions should inspire the exchange of ideas, the development of wider insights, the identification of the "general" in contrast to the "special," and the growth of particular interests as they relate to the development and advance of Society interests.

There followed workshop sessions on business records, church records, and records management. The several groups came together at noon for an informal luncheon. In the business records workshop a panel led by Robert W. Lovett (Baker Library) discussed materials for business history; panel members were Arthur M. Johnson and George S. Gibb (Harvard Business School) and James Barrett (Raytheon Co.). Another panel, led by Irene M. Strieby (formerly of Eli Lilly & Co.), and composed of Eleanor C. Bishop (Baker Library), Marion E. Wells (First National Bank of Chicago), Helen L. Davidson (Eli Lilly & Co.), and Bruce Sinclair (North Andover Historical Society), took up the organization, preservation, and management of archival materials in business archives.

August R. Suelflow (Concordia Historical Institute) opened the church records workshop by defining the scope of the problem and reporting on techniques. Melvin Gingerich (Goshen College) spoke on arrangement, description, and reference work in church archives; and the Rev. Pascal Marie Varieur discussed the small, specialized, or limited church archives.

Because of its special interest the workshop on records management was divided into three groups, each of which rotated so as to cover repeating sessions of three panels. These sessions concerned the organization and scope of a records management program, led by Everett O. Alldredge (National Archives and Records Service) and Rex Beach (Records Management Division, State of Maryland); records disposition and the relationship between records management and archives administration, led by John Porter (International Business Machines Corp.) and Thomas Wilds (Union Carbide Corp.); and records center operations, led by John T. Caton (Records Management Division, Illinois State Library) and Belden Menkus (Sunday School Board of the Southern Baptist Convention).

On Thursday morning the first session of the program proper convened, with LeRoy DePuy (Pennsylvania Historical and Museum Commission) in the chair. Herbert E. Angel (U. S. General Services Administration) reviewed

the development of records management training programs in universities and in government service; Arthur Barcan (Records Management Institute, New York City) pointed to the crying need for paperwork research and training in industry; and W. G. Ormsby (Public Archives of Canada) and Margaret Pierson (Indiana State Library) described the manuscripts and archives in their collections and discussed various problems connected with reference service.

At the noon luncheon Richard Higgins introduced Deputy Mayor John P. McMorrow, who welcomed the Society as follows:

It is a pleasure for me to represent His Honor Mayor John F. Collins and extend to you his greetings and best wishes for an enjoyable and successful stay in our city. Boston, as you are well aware, has much to offer in the area to which you are devoting your life's work. Its past history, from its establishment in 1630, over 300 years ago, up to the present time, is replete with historical events known throughout the world, which justify our designation as "the Cradle of Liberty and Freedom."

Our history and leadership in the medical field, the educational field, the business world, and many other fields of endeavor have also received world recognition and will continue to receive additional recognition for many, many years in the future. Our famous library system, our outstanding educational institutions, our modern hospitals and clinics, our many religious edifices and institutions, our many government facilities—Federal, State, and local—are all segments of the daily life to which we Bostonians become accustomed and which are the envy of many of our friends throughout the country and the world.

However, I feel certain that the archivist is aware of our many good points which the casual visitor or observer will overlook. My information is that your organization has been in existence for 24 years; and during this short period of time, with a membership of more than 800, you have demonstrated to government and private industry that your profession is not only a highly technical one but one that is a "must" and a necessity for all concerned.

Records management, whether in government or private industry, is an important and highly developed technique, which during the past decade has been progressing with lightning speed—first, because of necessity, and secondly, because we have an organization such as yours to keep government and business informed of up-to-date methods and procedures in the science of keeping and storing not only archival records and documents but other important records.

Your contribution to the success and advancement of this phase of our daily operations is becoming more apparent to the community and the country as time passes on. May your good work prosper and may you all continue your active participation in all aspects of your worthy and time-consuming profession.

Boston salutes you and wishes you well in your present and future endeavors.

To the Deputy Mayor's address of welcome, President Mary Givens Bryan made the following response:

It is most appropriate, I feel, as we return to New England for our 24th annual meeting, that I recall certain events from the past of interest to you. Here in Boston was held the fourth conference of archivists in 1912. At that time the archivists were a committee within the framework of the American Historical Association. Forty-five miles away from us here—in Providence, Rhode Island—the archivists, at the annual meeting of the American Historical Association in 1936, organized the Society of American Archivists.

Our next visit to New England was as the Society of American Archivists, when we held our fifth annual meeting, October 6-7, 1941, in Hartford, Connecticut. Next year we shall be a quarter-century old, and now in 1960 at age 24 we find ourselves again here, to rejoice with you in your latest achievement—your new Archives Building.

The Commonwealth of Massachusetts has long been a great cultural center for America and Americans, as your interests and contributions have reached far beyond the preservation of cultural resources for your State and localities. The archives profession is especially indebted to Massachusetts for the leadership and influence of two of your distinguished sons—John Franklin Jameson of Somerville and Waldo Gifford Leland of Newton. As scholars their names are widely known among historians and archivists in America and abroad.

Then in a delightful address entitled "Bostonians and Their Neighbors as Pack Rats" Lyman H. Butterfield (The Adams Papers) reviewed the practices of early New England collectors and expressed concern over current delinquencies in the collection and preservation of historical records.

In the afternoon Everett O. Alldredge (National Archives and Records Service) presided over a session devoted to "Records Management Practices and Information Retrieval." William L. Rofes (Olin Mathieson Corp.) outlined the methods of paperwork control exercised in an industrial concern with numerous widespread branches and distinct divisions. J. H. Denny (Leahy & Co.) explained how his company strove to promote savings in space, equipment, and personnel. Joshua Stern (U. S. Bureau of Standards) discussed new technical developments in information retrieval.

Walter Muir Whitehill (Boston Athenaeum) presided at the annual dinner. The names of new Fellows of the Society were announced and the Waldo Gifford Leland Prize for 1960 was awarded. Mary Givens Bryan delivered her presidential address (printed elsewhere in this issue), "Changing Times." The annual business meeting followed.

On the final day the program began with a session on town records. Benjamin W. Labaree (Harvard University) opened the discussion with a survey of the development of the New England town meeting; Douglas E. Leach (Vanderbilt University) followed with examples of historical values of town records; and Howard W. Crocker (New York State Education Department) closed with a report on collecting, evaluating, and preserving local records in his State. Stephen T. Riley (Massachusetts Historical Society), who presided over the meeting, added comments from his broad experience in a lively discussion that developed when proponents of "weeding" records argued with those who feared the loss of important historical data in such destruction.

At the closing luncheon honoring delegates and other members who had attended the Fourth International Congress of Archivists at Stockholm in August, Robert H. Bahmer (National Archives) presided and Ernst Posner and David C. Duniway gave reports on the meeting. Dr. Posner's report is printed elsewhere in this issue.

The afternoon was devoted to visits to Harvard University and Baker Library's business archives. Three busloads of visitors met in the Lamont Library to receive greetings extended by Douglas W. Bryant (associate director, Harvard University Library, acting for Paul H. Buck, director) and listen to brief remarks by Clifford K. Shipton (Harvard University Archives) and Robert W. Lovett (Baker Library). Then the group divided, some going to the University Library, others to Baker Library to witness the presentation of a citation to that library by the Forest History Society and hear George S. Gibb

demonstrate a tape-recording project. The members reunited for tea as guests of the Harvard Business School.

An exhibit by the Microfilming Committee, of which Richard W. Hale, Jr., is chairman, added considerably to the success of the Boston meeting. This was in two parts. One, of machines, arranged through the efforts of Frederic Edmonds and the kindness of manufacturers, displayed Documat and Verifax reader-printers, the newest Polaroid copying devices (including one to make transparencies for projection), a Recordak 16 mm. flow or rotary camera, and the prototype of the Micro-Research portable micro-opaque reader. The other, of methods of preparing material for filming, was described in the following statement, which was mimeographed and circulated:

Properly prepared microfilms of manuscripts should—

- (1) have a brief identification visible to the naked eye;
- (2) have a full and correct description of both the contents and the kind of filming done, on an early target;
- (3) provide identification on the frame for any frame that is likely to be enlarged;
- (4) do all this without imposing a burden on the technician.

The exhibits provided here suggest some methods of accomplishing this. Please give us any comments and suggestions.

This part of the exhibit contained forms and instructions used by the Wyoming and Colorado Archives, a "menu board" used by the Vermont Department of Public Records, and both a film and a micro-opaque reproduction of a manuscript at the Boston Athenaeum (prepared to show how specifications 2 to 4 above might be met).

ALICE E. SMITH

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

At the annual dinner on October 6, 1960, the names of the newly elected Fellows of the Society were formally announced, as follows:

John C. L. Andreassen	Elizabeth B. Drewry	Olney W. Hill
Dorothy C. Barck	Herman R. Friis	Emmett J. Leahy
Elizabeth Hawthorn Buck	Elizabeth Edwards Hamer	Edgar B. Nixon
Meredith B. Colket, Jr.	William Edwin Hemphill	St. George L. Sioussat

WALDO GIFFORD LELAND PRIZE

For his brilliant essay, "'These Precious Monuments of . . . Our History,'" Julian Parks Boyd of Princeton University was awarded the Society's Waldo Gifford Leland Prize at the annual dinner on October 6, 1960. Dr. Boyd is editor of *The Papers of Thomas Jefferson*. His essay, which was concerned with the Clark manuscripts case, was read before the Society of American Archivists in Washington, D. C., on December 28, 1958 (see *American Archivist*, 22: 147-180, Apr. 1959). The 1960 award took the form of a handsome walnut box bearing an appropriately engraved silver plate.

RESOLUTIONS

At its annual business meeting of October 6, 1960, the Society adopted the following resolutions, recommended by the committee of which Howard W. Crocker was chairman:

Whereas, the success of the Society's 24th annual meeting is due largely to the untiring efforts of the officers, Council members and committees during the past year, be it

Resolved, that the Society through its secretary formally extend its appreciation for their splendid efforts to:

1. All members of the Committee on Local Arrangements, under the chairmanship of Richard D. Higgins, who have provided so adequately for our convenience and enjoyment during our sojourn in Boston.

2. All members of the Program Committee, under the chairmanship of Alice E. Smith, who have provided a schedule of stimulating sessions.

3. All members of the Committee on Workshops, under the chairmanship of Dolores C. Renze, who have provided interesting and profitable sessions.

4. The manager and staff of the Hotel Somerset for their cooperation in making facilities available.

5. The Massachusetts Historical Society, the Colonial Society of Massachusetts, and Harvard University for their hospitality.

Whereas, the Commonwealth of Massachusetts has completed a new archives building for the preservation of its historical records, be it

Resolved, that the Society congratulate the appropriate officials of Massachusetts.

Whereas, the Society of American Archivists, having sustained a severe loss during the past year by the death of the following members—John F. X. Britt of the Ford Motor Company, Ernest E. East of the Illinois State Archives, Carl L. Lokke of the National Archives, Howard A. Merritt, Jr., State Archivist of Wisconsin, and St. George L. Sioussat of the Library of Congress—be it

Resolved, that the Society record grateful appreciation of their contributions to the work of the Society, and be it also

Resolved, that the sympathy of the Society be extended to their respective families.

Whereas, there is a steady increase in interest and activity in the fields of archival practice and records management in government, business, and industry, be it

Resolved, that the Society increase its educational and promotional efforts to insure the continued growth of that interest and activity.

ACADEMIC TRAINING

American University

Cooperating with the National Archives and Records Service, the Maryland Hall of Records, and the Library of Congress, the American University repeated its traditional cycle of intensive institutes during the 1960 summer session. The seventh institute on records management, under the directorship of Everett O. Alldredge, enrolled 50 students from Federal and State agencies, business, and foreign countries. Ernst Posner and T. R. Schellenberg served as codirectors of the fourteenth institute in the preservation and administration of archives; of the 24 members of this institute, 5 came from State archival and historical agencies in New Jersey, Ohio, Pennsylvania, Vermont, and Wisconsin, while foreign institutions were represented by students from Ecuador, Nigeria, and Yugoslavia. The tenth institute of genealogical research, co-sponsored by the American Society of Genealogists, was led by Meredith B. Colket, Jr., director of the Western Reserve Historical Society, assisted by Frank E. Bridgers of the National Archives. Its 16 students came from as far west as Texas and Utah, as far north as Connecticut, and as far south as Georgia and Alabama. During the summer of 1961 three similar institutes will be offered. Further information may be obtained from Ernst Posner, Head, Rec-

ords and Archives Administration Program, School of Government and Public Administration, The American University, Washington 6, D.C.

University of California

In the present academic year the university has inaugurated in its extension school an evening course encompassing paperwork management workshops. Instructors are members of the NARS General Services Administration Region 9 staff, San Francisco. Most of the students are with business and industry in the area.

Radcliffe College—Harvard University

The institute on historical and archival management, sponsored by Radcliffe College and the Department of History of Harvard University, held its seventh annual session from June 27 to August 5, with 16 students. Among the visiting faculty were Lyman H. Butterfield, H. G. Jones, John W. Porter, Ernst Posner, Frederick L. Rath, Jr., James H. Rodabaugh, Vernon D. Tate, Lawrence W. Towner, and Walter M. Whitehill. Besides class work at Radcliffe, field trips were made to historical societies, archives, museums, and historic sites in the Greater Boston area—to Salem, Plymouth, and Old Sturbridge Village, to mention the most distant points. Lester J. Cappon is director of the institute.

University of Texas

An institute on archival management, the first of its kind to be offered in the Southwest, was held at the University of Texas in Austin from July 18 through August 12, 1960. Twenty-two persons completed the course and received diplomas. The institute was conducted by T. R. Schellenberg, Assistant Archivist of the United States, assisted by Winnie Allen, Archivist, University of Texas, and Dorman H. Winfrey, Archivist, Texas State Library. The capitol city of Texas was an ideal locality for this institute, for housed in Austin are the Texas State Archives, the University of Texas Archives, the Catholic Archives of Texas, and the Archives of the Protestant Episcopal Church. Tours were made to these archival agencies, the Records Division of the Texas State Library, and the General Land Office of Texas. The institute, which was organized to assist those who attended it to manage documentary materials properly, consisted of a series of lectures in the field of archival administration, a practical demonstration of the methods of arranging and describing manuscript collections, individual training in descriptive techniques, and a study of the principles and techniques followed in State archival and historical institutions. The course provided both theoretical and practical training in all phases of work with all kinds of documentary materials—private and public papers, audiovisual records, and cartographic records.

Hebrew University, Jerusalem

A two-year course for archivists, given for the first time during the present academic year, is open to holders of bachelor of arts degrees who, in addition to knowing Hebrew, have a working knowledge of English, French, or German.

MEETINGS

*Archivists' and Historians' Conference of the Lutheran Church
(Missouri Synod)*

Historical preservation was the keynote of the sixth archivists' and historians' conference in St. Louis, October 25-26. Topics discussed included a library filing system or union catalog card adaptable nationwide to the specialized use of the church historian; methods of procedure for archivists as collectors, research men, and authors; sources of information available to the researcher; and the archivist's need for historical consciousness and thoroughness.

American Association for State and Local History

Frederick L. Rath, Jr., vice director of the New York State Historical Association, was elected president of the American Association for State and Local History at its twentieth annual business meeting in Iowa City, September 2. Albert B. Corey, New York State Historian, was elected secretary. The association will meet in San Francisco in 1961 and in Buffalo in 1962. In 1963 it will meet jointly with the Society of American Archivists at Raleigh.

Interagency Records Administration Conference

The Conference discussed "Records in the Space Age" and "Management Investigates Records" at its September 16 and October 21 meetings in Washington, D. C. IRAC has granted charters to a Directives Management Council and a Forms Management Council, which will serve the professional interests of specialists in important areas of records management. The Directives Management Council devoted its September 30 meeting to the new Federal personnel manual system and its October 28 meeting to the Federal procurement regulations system.

MANUSCRIPT SOURCES OF AMERICAN
JOURNALISM HISTORY

A "Guide to Manuscript Sources of the History of American Journalism" (to be ready September 1, 1961) is the goal of a committee project of the Association for Education in Journalism. Seven regional editors are serving under cochairmen Robert A. Rutland, University of California, Los Angeles, and Judd Grenier, El Camino College, Lawndale, Calif. They invite "information about manuscripts written to or from editors, publishers, reporters and others in the field of journalism." The regional editors met at University Park, Pa., on September 2 to outline the project.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Copies of specifications of patents issued from 1790 to 1836, prepared from documents in the possession of inventors or their families to replace originals lost in the Patent Office fire of 1836, have recently been transferred to the National Archives. The reconstructed drawings for patents issued during

these years were already in the National Archives. Other significant records received from the Patent Office were "interference" case files, 1836-1900, relating to determinations of priority when two or more inventors claimed the same invention, and case files, 1834-74, relating to the extension of patent rights beyond the usual period because the inventors claimed that they had not realized financial rewards commensurate with the importance of their inventions. ¶ Among the more than 3,100 reels of motion-picture film accessioned during the past fiscal year were scenes showing the funeral of Secretary of State Dulles, the visit of Vice President Nixon to Poland and the Soviet Union, President Eisenhower's trips to South America and to Europe and Asia, the Paris Summit Conference, and Premier Khrushchev's first visit to the United States. ¶ Newly accessioned still pictures include 45,000 photographs, 1943-45, from the Army Air Forces, mainly showing the transport of troops and supplies from South America to Africa and Asia; and 41,500 photographs of the International Press Service of the U. S. Information Agency documenting United States information activities abroad, 1948-58. ¶ Recent microfilm publications include records of the Department of State Relating to Internal Affairs of Russia and the Soviet Union, 1910-29 (178 rolls); an Index to Passenger Lists of Vessels Arriving at Baltimore, 1820-97 (171 rolls); and Compiled Service Records of Confederate Soldiers Who Served in Organizations From the States of Alabama (508 rolls), Arkansas (256 rolls), and Louisiana (414 rolls). The Miscellaneous Letters Received by the Secretary of the Navy, 1801-84, have been microfilmed through 1842 (189 rolls). ¶ Preliminary inventories of records in the National Archives recently issued are no. 129, General Records of the Economic Stabilization Agency, compiled by Charles Zaid; no. 130, Records of the Bureau of Insular Affairs, compiled by Richard S. Maxwell; and no. 131, Records of Inaugural Committees, compiled by F. Hardee Allen. ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published another guide to German records microfilmed at Alexandria, Va.—no. 17, Records of Headquarters, German Armed Forces High Command (Part II). ¶ Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, the National Archives, Washington 25, D. C.

Office of Records Management

Agency reports of records holdings as of June 30, 1960, showed a total volume of 24,450,300 ft. of U. S. Government records. Offices of agencies held 13,253,900 ft.; centers of agencies, 4,520,800 ft.; Federal Records Centers, 5,763,700 ft.; and the National Archives, 911,900 ft. It is encouraging to note that the volume of records in office space has been reduced by nearly two million feet since 1955, when the agencies reported a total of 15,000,955 ft. ¶ The work to simplify documentation in international shipping made a great stride forward with the creation of the interagency Water Transportation Facilities Committee. The program and plans were discussed with over a hundred enthusiastic members of the American Merchant Marine Institute in

New York on November 3. Analysis of the more than 300 shipping documents shows that consolidation and simplification of forms will save money, time, and manpower for both the shipping industry and government. ¶ Technical training of the records management personnel of Federal agencies has been formalized in a five-day conference held monthly. The enrollment is limited to about 20 analysts in each conference. ¶ Two new General Records Schedules, 18 and 19, have been authorized by Congress. They set standards for records pertaining to security and protective services and records of research and development. A revision of General Records Schedule 9 permits disposal, after specified periods of time, of formerly "frozen" transportation records except for the five years 1942-46. ¶ A limited number of copies of the *Files Management Manual* (1960) of the National Bureau of Standards, which combines in one volume the files classification and disposal authorizations, may be secured from the Office of Records Management.

Harry S. Truman Library

An article about the Harry S. Truman Library as a new research center for the Middle West, by Philip D. Lagerquist, appeared in the *Journal* of the Central Mississippi Valley Chapter of the American Studies Association (Spring 1960: 1-9). ¶ The Library now has commitments from 44 associates of former President Truman and officials of the Truman administration for the deposit of their papers in the Library. First installments have been received of the papers of John D. Clark, former member of the Council of Economic Advisors, and of Stephen J. Spingarn, former Special Assistant and Administrative Assistant to the President and Commissioner of the Federal Trade Commission. The next step is to acquire papers relating to Mr. Truman's pre-senatorial career. ¶ The Library has received from the School of Communications of the University of Washington 20 sound recording tapes of Truman speeches and historic events involving him. They include broadcasts covering the death of President Roosevelt, V-E Day, and V-J Day. They are from a historical transcription project designed to preserve significant broadcasts of the Columbia Broadcasting System. ¶ The Library has also received records of the Cooperative League, 1939-49, and by transfer from the National Archives the records of several commissions, which served in a fact-finding or advisory capacity to President Truman. ¶ Of the 92 research room permits issued at the Library since it was opened for research in May 1959, more than 50 have been issued to persons writing books or doctoral dissertations. Seventeen of the researchers received grants from the Harry S. Truman Library Institute. Applications for grants should be submitted to the Director of the Library at Independence, Mo. The Board of Directors of the Truman Library Institute favors grants to younger scholars rather than to those of established reputation. Most grants are given to those working on the period of Mr. Truman's Presidency and some may cover work in other depositories if it is related to work done primarily at the Truman Library. The Institute's committee on grants will consider projects in the other fields of the Library—the history and nature of the Presidency and American foreign relations—provided the Library has enough material on the subject proposed.

National Historical Publications Commission

Scheduled for publication by the Yale University Press in January 1961 is *A Guide to Archives and Manuscripts in the United States*, compiled by the staff of the Commission. The work contains descriptions of the manuscript holdings of more than 1,300 depositories, large and small, and is based on published and unpublished guides, inventories, and lists. It may be obtained from the Yale University Press for \$12.50. ¶ Leonard C. Faber, former assistant editor of the Adams Papers, Massachusetts Historical Society, has joined the staff of the Commission.

Office of the Federal Register

With the publication of the seventh volume of the *Public Papers of the Presidents of the United States*, entitled *Dwight D. Eisenhower, 1953*, the Eisenhower administration has been covered except for the final volume, which is scheduled for release early in 1961. All volumes may be purchased from the Superintendent of Documents, Washington 25, D. C.

LIBRARY OF CONGRESS

The Manuscript Division has received letters from Benjamin Harrison to his cousin, Margaret Peltz of St. Louis, Mo., 1877-93, which contain important biographical material and have been added to the Harrison collection. Also received recently are about 500 family papers, 1888-1927, supplementing the papers of Gen. William Mitchell, the pioneer of military aviation; and some 200 letters of Bishop Charles Henry Brent to Mrs. Whitelaw Reid, 1906-29, valuable for a study of Bishop Brent as author and lecturer as well as church leader, Chief of Chaplain Service in World War I, and United States representative to several international opium conferences. ¶ With the completion of the microfilming of the Martin Van Buren papers (35 rolls at \$306) the Library's holdings of the papers of nine Presidents have been published on film. No index to the Van Buren papers will be published, but copies of the *Calendar of the Papers of Martin Van Buren*, published by the Library in 1910, are available without charge to libraries and to purchasers of the microfilm.

OTHER FEDERAL NEWS

Department of State

In order to study the files of the Department of State, Terry Beach of NARS and Frances T. Bourne of the Department have visited U. S. embassies in Brussels, Bonn, Vienna, Oslo, and London.

Department of the Army

The Adjutant General of the Department of the Army presented on closed-circuit television, November 1-3, "The Armed Forces Correspondence Management Workshop in Effective Writing" ("plain letters"). The workshop was beamed to audiences at the Walter Reed Army Medical Center, Washington, D. C.; Fort Belvoir, Va.; Fort Detrick, Frederick, Md.; the National

Naval Medical Center, Bethesda, Md.; Andrews Air Force Base, Md.; and Fort George G. Meade, Md. Jacob W. White (NARS General Services Administration Region 3) was instructor. Over 400 military and civilian students participated.

Inaugural Committee

The 1961 Inaugural Committee opened offices on the fifth floor of the Liberty Loan Building, 14th and D Streets, S. W., Washington, D. C., on October 5. The National Archives has 48 ft. of records of previous Inaugural Committees—fragments of the records of the 1933, 1937, 1941, and 1945 committees, and more complete records of the 1949, 1953, and 1957 committees. The recent publication of an inventory of these is noted under National Archives and Records Service, above. Also issued late in 1960 was a revised edition, prepared by the General Reference and Bibliography Division of the Library of Congress, of *Presidential Inaugurations: A Selected List of References*; this is for sale by the Government Printing Office at 45¢ a copy.

STATE AND LOCAL NEWS

California

Records of two San Francisco business firms—the Well, Pack, & Co., wholesale grocers, founded in 1849, and the hardware firm of Charles Brown & Sons, founded in 1857—have been turned over to the California Historical Society. The society now receives monthly all photographs discarded by the *San Francisco Chronicle*; it already has an excellent collection of photographs for the period 1860-1907. ¶ According to a November 8, 1960, UPI dispatch from San Francisco, the Stanford University Library discovered “\$50,000 worth of old volumes of Americana” to be missing when an advertisement in a trade publication offered for sale a Woodrow Wilson letter given the university by former San Francisco Mayor Elmer Robinson. The thief has been arrested.

Colorado

The Western History Department of the Denver Public Library, 1357 Broadway, Denver 2, offers a free catalog of over 100,000 library-owned pictorial items relating to the discovery and settlement of the American West. ¶ The Division of State Archives and Public Records was host at workshop sessions for district court clerks early in December. For the winter and spring quarters of 1961 G. N. Saletore of India will have assignments in the Division and at the University of Denver as a part of his exchange professional internship program.

Connecticut

Yale University's new Rare Book and Manuscript Library, 131 ft. x 88 ft., and 50 ft. high, will have “tempered air for books and scholars, and hermetically sealed vaults for items in storage.” A great shaft fitted with illuminated bookshelves in the center of the hall will hold 180,000 volumes. Stresses of roof

and walls will be carried on four corner columns and trusses of steel on the four facades, leaving the entire interior unobstructed.

Indiana

The official and personal papers of the late John Joseph O'Connor, Congressman from New York, 1923-39, have been received by the Lilly Library of Indiana University. ¶ Eleanor Cammack in her annual report on the Archives of DePauw University and Indiana Methodism describes the receipt of nearly 4,000 items including diaries, letters, and other papers of past presidents, teachers, and students, and records of Methodist churches in Greencastle, ca. 1856-95. ¶ The Mennonite Church Archives, established in 1939, now occupies a part of the Goshen College Biblical Seminary Building, dedicated June 4, 1960. Besides records of the general conference, district conferences, individual congregations, and major boards of the church, the archives include the private papers of some 200 former and present church leaders. ¶ Fannie B. Richardson, the Eisenhower family genealogist, died on October 30, in Greenwood, at the age of 58. Much of the Eisenhower genealogical material she gathered will be deposited in the Eisenhower Library in Abilene, Kans.

Kansas

The Central Mississippi Valley chapter of the American Studies Association and the University of Kansas are joint sponsors of a new *Journal* to replace the *Bulletin* of the former. The editor, Stuart Levine, University of Kansas, plans to include a series of articles on new resources for students of American civilization. The first such article was on the Truman Library. The second will discuss the new Mark Twain Museum and Library in Hartford, Conn. ¶ The Kansas State Historical Society, which is publishing jointly with the 1961 Kansas Centennial Commission a 300-page pictorial history of the State, has received prints about Kansas industry, early oilfield and refinery scenes, and prints from colleges and universities, towns, hospitals, other associations and organizations, and many individuals. ¶ Under the auspices of the Kansas Centennial Commission, with the cooperation of the Kansas Motor Carriers Association, two semitrailers containing exhibits of Kansas history and art will tour the State, April 1 through October of 1961.

Kentucky

Charles F. Hinds, formerly field representative for the Margaret I. King Library, University of Kentucky, became Director of the Archives and Records Service of Kentucky on July 1.

Louisiana

John C. L. Andreassen was summarily replaced as Director of the Louisiana State Archives and Records Commission on August 1 by John Regard, former State House sergeant-at-arms. Mr. Andreassen, a member of the Editorial Board of the *American Archivist*, is among the newly elected Fellows of the Society announced on October 6. Early in November he entered Our Lady of the Lake Hospital, Baton Rouge, to be treated for a serious and previously unsuspected physical disorder.

Maryland

The Maryland Historical Society has received seven boxes of papers of the Glenn family reflecting life in Maryland before, during, and after the Civil War; and, from the late St. George L. Sioussat, papers relating to his ancestors the Leakins of Baltimore and to the Hoxton family of Prince Georges County. Dr. Sioussat was one of three honorary members of the society. ¶Historic Annapolis, Inc., announced the appointment of Lloyd A. Brown as director of research, effective November 1. Mr. Brown was formerly with the Chicago Historical Society.

Massachusetts

Bertram K. Little, Director, Society of the Preservation of New England Antiquities, informs us that Thomas E. Andrews' present work is with archives of this society rather than with those of the Massachusetts Historical Society as reported previously (*American Archivist*, 23:474). ¶The complete microfilm edition of the 55 volumes of the Henry Knox papers (see *American Archivist*, 23:231), with the index, may be purchased for \$375 from Stephen T. Riley, Director, Massachusetts Historical Society, 1154 Boylston St., Boston 15.

Michigan

According to the 1960 fiscal year report of Geneva Kehler, Archivist, the State Archives received records from 3 municipal and 16 State agencies. Finding aids and improved accessioning and scheduling procedures, initiated in 1958-59, have been effective.

Minnesota

Forest History Society, Inc., 2706 W. Seventh Blvd., St. Paul 16, is interested in locating diaries or other source materials relating to activities of the Forestry Section, Tenth Engineers (later reorganized as the Twentieth Engineers), in World War I. The war diaries of Col. William B. Greeley, chief of the Forestry Section, are being edited by George T. Morgan, Jr.

Mississippi

The State Department of Archives and History received an award of merit for outstanding achievements in the field of State and local history at the annual meeting of the American Association for State and Local History at Iowa City in September.

Missouri

The Western Historical Manuscripts Collection of the University of Missouri, Columbia, has been recognized by the Forest History Society as an approved repository of manuscripts relating to forest history. Papers of the Missouri Lumber and Mining Co. are the major collection on the subject in the repository. ¶The microfilm library of the Concordia Historical Institute now has over 35,000 ft. of film; positive copies are available for loan. The institute has received 7 ft. of material known as the Buenger collection—700

items (manuscripts and books) primarily pinpointing resources of the "Saxon immigration" of 1838-39 but also including personal papers and manuscripts of prominent Lutheran leaders of several generations ago in the Missouri Synod. ¶A new Civilian Personnel Records Center Building for the U. S. General Services Administration is under construction in St. Louis.

Montana

The Museum of the Historical Society of Montana, on the State Capitol grounds, Helena, houses the historical library, established 1865, which has a research collection of frontier and Old West books, manuscripts, newspapers, and photographs, particularly relating to Montana and the Great Plains region.

New Hampshire

On October 6 Gov. Wesley Powell announced the appointment of a committee to develop a State records management program. State Librarian Mildred McKay is a member. The Governor has recommended the construction of a central archives building for State records.

New Mexico

The New Mexico Records Center and Archives, 404 Montezuma, Santa Fe, was formally opened on October 29, with a tour of the installation by 200 invited guests, among whom was Dolores Renze, secretary of the Society of American Archivists.

North Carolina

Christopher Crittenden, Director of the Department of Archives and History, suggested at a hearing before the Commission on Reorganization of State Government on July 20 that a combined cultural-educational center be erected as a "complex of buildings." The proposed center would house the Department of Archives and History, the State Library, the State Museum of Natural History, and the State Museum of Art. ¶Cyrus B. King became Assistant State Archivist in charge of the Archives Section, Division of Archives and Manuscripts, on October 14. ¶An article on North Carolina's county records program, by State Archivist H. G. Jones, appears elsewhere in this issue.

North Dakota

Gerhard A. Gehrs, archivist of the North Dakota district and district representative of the Concordia Historical Institute since 1952, died on February 26, 1960, at Crystal.

Ohio

The Department of Finance has appointed as chief of its Records Management Unit William Archer, formerly a member of the Michigan records center staff. He is making a survey of all rented, leased, and owned space to determine the volume and cost of records storage by State agencies. ¶Thornton W. Mitchell joined the staff of the Department of Mental Hygiene and Correction on September 6, to be responsible for the department's records management program. Mr. Mitchell, who has been in the fields of archives administra-

tion and records management for 20 years, is a member of the Council of the Society of American Archivists. ¶The State university is assembling an "educational archives" for which it will collect report cards, teachers' certificates, diplomas, reward-of-merit cards, record books of teachers, and other school papers from any section of the country for any date. Such papers or information about them should be sent to Robert S. Sutton, Associate Professor, History of Education, Ohio State University, Columbus 10. ¶The Ohio Historical Society, Columbus, has received the records of the Western Reserve Bank of Warren (now the Union Savings & Trust Co.), the first bank in the Reserve, chartered in 1812. The 11 volumes include minutes of the board of directors, 1813-49.

Pennsylvania

The Governor's Office of Administration, Harrisburg, has produced *A Guide to Efficient Filing*, prepared under the chairmanship of LeRoy DePuy for file supervisors and others. Training sessions were held in November for supervisors of large installations, who in turn will provide similar training for their own employees.

South Dakota

Lillie M. Zimmerman and George G. Smith, early settlers of Lake County, have contributed funds for a museum building to house the collections of the county historical society. The building, on the campus of Eastern State College in Madison, will be maintained by the college.

Tennessee

According to the August 1960 *Newsletter* of the Historical Commission of the Sunday School Board of the Southern Baptist Convention, the Nashville research center has microfilm copies of almost 2,000,000 pages of minutes of the associations of 15 of the States in the convention. The church administration conferences held in August emphasized the better keeping of church records.

Texas

On August 31 Winnie Allen retired as Archivist of the University of Texas. Dorman H. Winfrey, former State Archivist, succeeded to her position, and James M. Day has been appointed State Archivist. ¶I. James Pikl, Jr., who has been granted a Ford Foundation fellowship to make a study of the southern pulp and paper industry and its impact on the South, is seeking research materials regarding the industry's history. He may be addressed in care of the Department of Economics, Southern Methodist University, Dallas.

Vermont

The Public Records Division moved during the last week of September from the basement of the State Library Building, Montpelier, to the first floor of the State Administration Building (formerly National Life Building), where space is adequate for office and microfilm operations. A basement provides space

for an archival vault, other storage, photostating, and a records center. ¶ Richard G. Wood, chairman of the Vermont Civil War Centennial Committee, reports that the Public Records Division has microfilmed for the committee these Civil War items in private hands: Curtis Abbott's account of service with Co. H, Vermont Sharpshooters; letters of Alfred H. Batchelder and Charles W. Baker; papers of Valentine G. Barney; Bakersfield correspondence of Hiram Hodgkins and Ephraim Giddings; and diaries of William Bacon, Elisha Barney, John J. Monahan (also a scrapbook), Eldridge W. Prior, W. C. Holman, Charles C. Cowles of Wells, and Mrs. George Cooke.

Virginia

The Manuscript Division of the University of Virginia has received additional letters and manuscripts of many American authors; letters of Thomas Jefferson, Henry Clay, Jefferson Davis, and Woodrow Wilson; records of several Virginia churches, 1822-1960; some 50,000 items (ca. 1740-1949) relating to Albemarle County, formerly kept at the courthouse and county office building; genealogical records, including tombstone inscriptions from church and private cemeteries of Fluvanna County; papers of State Senator William Allen Garrett, 1905-50; and records of the Virginia division of the American Association of University Women. ¶ The Virginia State Library, Richmond, has published the Virginia Colonial Records Project's Special Reports 25, 26, 27, and 28 under the title *The British Public Record Office*. The volume is available at \$4 (less one-fourth discount to libraries and dealers). ¶ Forrest C. Pogue, Director of the George C. Marshall Research Center, P. O. Box 831, Lexington, requests information, photographs, letters, and papers relating to the career of General Marshall.

Washington

A basic collection of historical source materials, the messages of Washington's 15 Territorial Governors to the Legislative Assembly, 1854-89, as edited by Charles M. Gates, has been published by the University Press, Seattle, as vol. 12 of the university's *Publications in Social Sciences* (\$3).

Wisconsin

Richard A. Erney was appointed State Archivist on November 1. A native of Ohio, Mr. Erney formerly directed the educational project of the State Historical Society of Wisconsin.

FOREIGN NEWS

Canada

Two letters of Florence Nightingale, a series of letters describing conditions in Germany and Poland after World War I, and two volumes of observations of the London scene, 1784-86, made by the American Loyalist William Smith, last Royal Chief Justice of the Province of New York, are now in the Douglas Library, Queen's University, Kingston, Ontario.

El Salvador

The Asociación General de Archivistas, established in San Salvador in 1960, is interested in training personnel and improving techniques for administering private and public records. In seeking solutions for problems in the archival field it will welcome contact with archival institutions and archivists. The secretary, Alfonso Mira Castro, may be addressed at Apartado Postal 664, San Salvador.

Germany

While excavating on the bombed site of the Nazi Authors and Publishers Society in the Tiergarten district of Berlin on October 6, construction workers unearthed a safe containing letters from important Nazis. These were turned over to the U. S. Department of State's document center in Berlin. Some bear the signatures of Rudolf Hess, Martin Bormann, and Alfred Rosenberg.

Netherlands

D. P. M. Graswinkel, retired Director General of the Archives of the Kingdom of the Netherlands, died on September 9, 1960.

Rhodesia and Nyasaland

The National Archives of the Federation of Rhodesia and Nyasaland has issued a 13-page pamphlet, *The National Archives and Your Records*, instructing government agencies on the advantages of records retirement and on procedures. Its graphic presentation and lucid explanation are exceptional. A special feature is the $\frac{1}{2}$ cu. ft. collapsible box for transmittal of records by mail. R. W. S. Turner, Principal Records Officer, notes that "the Federation is roughly 1,000 miles long by 1,000 miles broad; the rural areas are administered by District or Native Commissioners. Some valuable records generate in these outstations, for example, the introduction of a new agricultural method or a case involving witchcraft. The small box permits a steady flow of this type of material."

United Kingdom

John Broadbent Morgan, Assistant Archivist in the Public Record Office of Northern Ireland since 1956, died on April 17, 1960, in Belfast, at the age of 38.

Venezuela

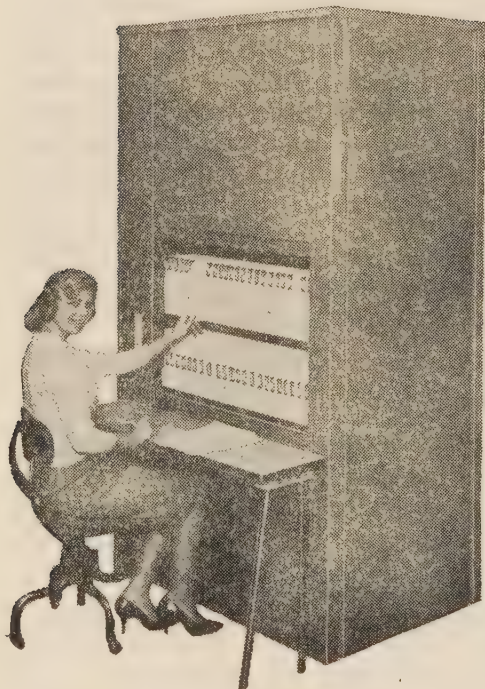
Y. P. Kathpalia of the National Archives of India, known to our readers for his article on hand lamination, is teaching repair and preservation at the National Archives of Venezuela. Funds for this course were provided by the Creole, Shell, Mendoza, and Boulton Foundations. Mr. Kathpalia has stimulated interest in archival matters generally, and a course in archives administration is now offered by the University of Caracas and one in microfilming techniques by a business firm of Caracas.

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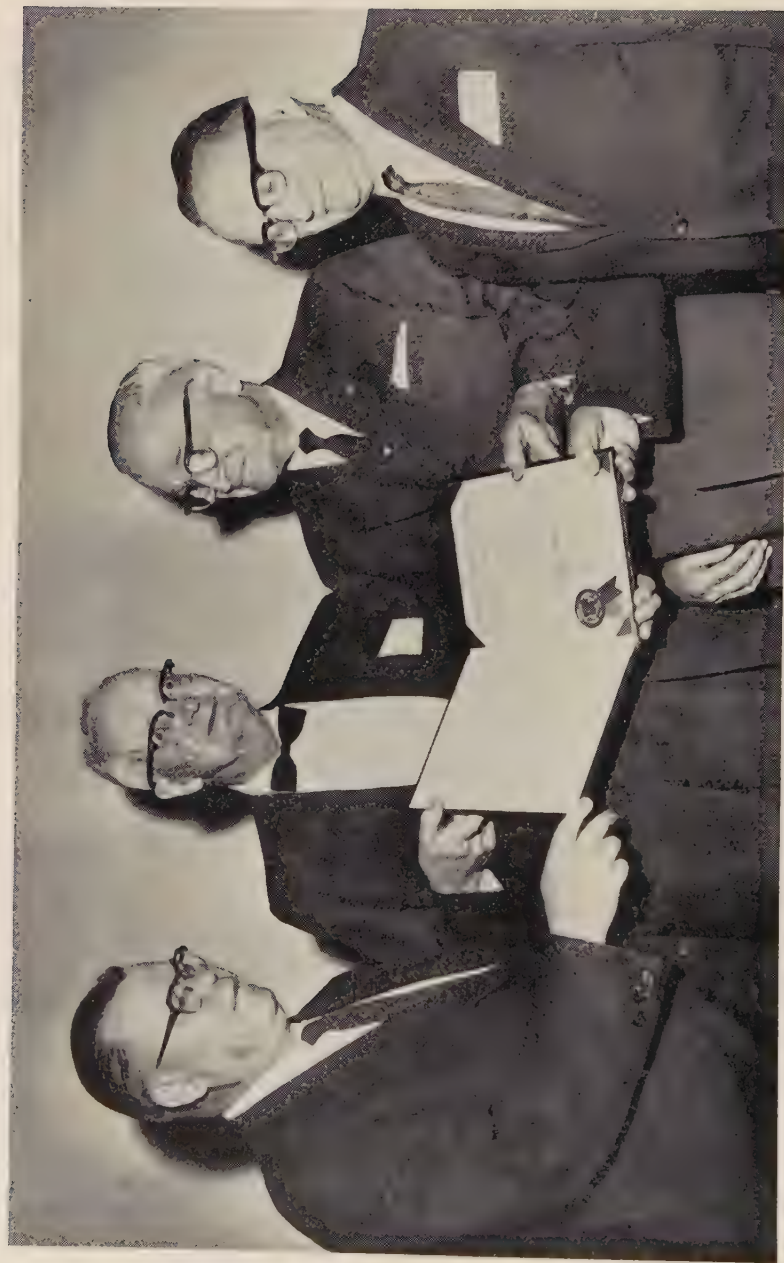
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FORMER PRESIDENT HARRY S. TRUMAN AN HONORARY MEMBER OF THE SOCIETY

New York City, December 28, 1960

Left to right: Wayne C. Grover, Archivist of the United States; Philip M. Hamer, President, Society of American Archivists; Mr. Truman; Philip C. Brooks, Director, Harry S. Truman Library

"In My Father's House Are Many Mansions"

By WALTER MUIR WHITEHILL*

Boston Athenæum

IN 1958 the Council on Library Resources, Inc., a subsidiary of the Ford Foundation that is seeking the solution of various library problems, made a grant to the Boston Athenæum to permit me to spend a year studying the research and publication functions and the financial future of independently supported historical societies throughout the United States. This grant was made on the combined request of four of the oldest and most distinguished of such organizations—the Massachusetts Historical Society, the American Antiquarian Society, the Historical Society of Pennsylvania, and the Virginia Historical Society.

Such private voluntary associations, formed to further learning, were the first to preserve, make available to scholars, and publish the significant source materials of American history. The earliest of all, the Massachusetts Historical Society, was formed in 1791 in Boston, 93 years prior to the founding of the American Historical Association; by the outbreak of the Civil War more than 60 others had been organized. Every State east of Texas, with the single exception of Delaware, was represented; United States Army officers even organized a historical society in the Territory of New Mexico. Not all of these proved permanent, for such bodies thrive only in regions where prosperity permitted some leisure for literary and historical pursuits.

Even on the frontier, where leisure did not exist, historical societies were founded early, sometimes before there was any substantial body of history to record. In such surroundings, support had to come from the State, if at all. The phenomenon of consistent legislative appropriation for historical societies first developed in the second half of the nineteenth century in Wisconsin under the influence of that avid collector of frontier manuscripts, Lyman C. Draper, secretary of the State Historical Society of Wisconsin from

* Paper read at the joint luncheon meeting of the Society of American Archivists and the American Historical Association in New York City, Dec. 28, 1960. For the past 15 years Dr. Whitehill has been director and librarian of the Boston Athenæum. His study of independently supported historical societies is scheduled for publication this spring by the Harvard University Press.

1854 to 1886. The precedent and pattern of Wisconsin were gradually emulated throughout the Middle and Far West. As Massachusetts is the prototype of the earlier privately supported historical society, so Wisconsin may be considered that of the publicly supported one. Notwithstanding this century-old tradition of legislative support in at least two-thirds of the States, a fair number of historical societies still operate entirely upon privately given funds. This is true along most of the Atlantic seaboard, on the Pacific coast in the case of the California Historical Society, and in certain large and prosperous inland cities, where a privately supported society possesses books and manuscripts that are of more than parochial interest.

Early in the twentieth century there emerged in the South still another type—a Department of Archives and History, conceived as a professional State agency, rather than as a voluntary association, and deriving all or part of its support from the State. It is needless to remind the Society of American Archivists of the developments of the past half-century in respect to the care of State and Federal records, or of the diverse forms under which the several States achieve this end. Mary Givens Bryan's comparative study of 1957 indicated that one-fifth of the States had, for better or worse, integrated their archival programs with their State historical societies. The services to history of the National Archives, of the Presidential Libraries, and of the archival agencies of many States are already very great.

The twentieth century has seen an equally extraordinary development in institutions preserving private historical manuscripts. University libraries in many parts of the country have assumed responsibility for the care of large groups of historical sources. So have the institutions founded by great private collectors like John Carter Brown, Henry E. Huntington, J. Pierpont Morgan, and William L. Clements. Only through the pages of the National Historical Publications Commission's *Guide to Archives and Manuscripts in the United States* can one fully appreciate the extent and variety of institutions now engaged in what was once the sole responsibility of the privately supported historical society.

Ten years ago President Truman, inspired by the appearance of the first volume of Julian Boyd's edition of *The Papers of Thomas Jefferson*, revitalized the National Historical Publications Commission. Under the skillful leadership of Philip M. Hamer, the Commission has, effectively and unobtrusively, guided the planning of great documentary publications. It has also produced this remarkable work of reference, which, for the first time, will tell the

scholar in the field of American history (or, for that matter, literature) where to seek his sources with the minimum of delay. Last autumn, when I spent the better part of a week reading with fascination a carbon copy of the typescript of the *Guide*, I recalled Christopher Morley's "Epitaph on the Proofreader of the Encyclopædia Britannica."¹

Majestic tomes, you are the tomb
Of Aristides Edward Bloom,
Who labored, from the world aloof,
In reading every page of proof.

From A to And, from Aus to Bis
Enthusiasm still was his;
From Cal to Cha, from Cha to Con
His soft-lead pencil still went on.

But reaching volume Fra to Gib,
He knew at length that he was sib
To Satan; and he sold his soul
To reach the section Pay to Pol.

Then Pol to Ree, and Shu to Sub
He staggered on, and sought a pub.
And just completing Vet to Zym,
The motor hearse came round for him.

He perished, obstinately brave:
They laid the Index on his grave.

Philip Hamer is obstinately brave, but clearly made of stouter stuff than Aristides Edward Bloom. The *Guide* is printed and bound. Thanks to Chester Kerr and the staff of the Yale University Press, advance copies are to be seen at this meeting. Philip Hamer is not in his grave but is presiding over the Society of American Archivists, surrounded at this meeting by rejoicing friends, among them President Truman, who started it all ten years ago.

An examination of the *Guide* will show not only the variety of institutions now preserving historical manuscripts, but also the extraordinary richness of the holdings of some of the older independent historical societies. Few books of American history are published today without some expression of the author's gratitude to one or more of these societies for permission to publish manuscripts in their possession. Their holdings are acknowledged with remarkable frequency in the editions of the Jefferson and Franklin papers and in others of the great editorial projects inspired by Philip Hamer and his Commission. The editors of *The Papers of James Madison*, for example, obtained copies of documents from 55 historical societies and 53 privately supported college libraries—yet, according to Dr. Ralph L. Ketcham, who did much of the field work, "the three largest providers have been the Pennsylvania, New-York and Massachusetts Historical Societies, each of which had over one hundred items." Dr. Ketcham goes on to remark:

¹ Christopher Morley, *Chimneysmoke*, p. 204 (New York, 1921). Quoted by permission of the J. B. Lippincott Co., Philadelphia, which now publishes Mr. Morley's poems.

After visiting scores of both public and private manuscript depositories, I have no hesitation in saying that insofar as protection from the elements, prevention of theft, and care in arrangement are concerned, the advantage over the years lies overwhelmingly with the private societies.

Although my responsibility to the Council on Library Resources was confined to the problems of these older independent historical societies, I tried during a year of travel throughout the United States to see as much as I could of organizations of all types caring for historical manuscripts, whether publicly or privately supported. This, for a New Englander, proved to be an immensely agreeable course in the history and geography of the United States. I have never spent pleasanter or more profitable months, or ones that indicated more strikingly how basic unity of purpose may exist under a diversity of forms. No two organizations are exactly alike or ever will be. Their principles, resources, and aspirations could never be adequately reduced to punchcards or expressed in statistical tables. They are often manned by intelligently opposite-minded persons, who cultivate the arts, enjoy good conversation, food, and drink, and cherish the characteristics of building and scene that differentiate their county from the next. Few of these organizations have enough money to permit them to conform to currently fashionable fads, in the manner of art museums. Consequently in historical organizations there is the wide diversity of practice that suggested the title of this address: "In my Father's house are many mansions."

Brevity is always a virtue; never more so than after meals. Although the notice of this meeting announces that I will present a preview of my year's investigation, I cannot reduce a 500-page report to the time available without being very summary indeed.

Privately supported historical societies have less money than their State counterparts. Only three private societies—the New-York Historical Society, the New York State Historical Association at Cooperstown, and the Chicago Historical Society—have an annual income in excess of \$150,000. All three owe their present degree of solvency to a small number of individual donors of relatively recent date. Only half a dozen other institutions—Massachusetts, Pennsylvania, Virginia, Connecticut, the Missouri Historical Society in St. Louis, and the American Antiquarian Society—have incomes in excess of \$100,000 a year. At the other extreme, the Georgia Historical Society accomplishes an amazing amount, thanks to able and devoted persons who do not reckon their time at commercial rates, on an annual budget of less than \$8,000. By contrast, the annual budgets of the Ohio and Wisconsin societies, which come

chiefly from public appropriations, are over half a million dollars apiece.

It is to be noted that most of the independent historical societies devote practically all their efforts and resources to research and publication and to the care and increase of their libraries and manuscript collections. Only the New-York Historical Society, the New York State Historical Association, and the Chicago Historical Society maintain extensive museums that are adequately staffed, for a museum is an extremely expensive undertaking if it is to be done well. Few privately supported societies have the resources to venture fruitfully into comprehensive exhibitions or large-scale programs in public education. Experiments in popularization that rely on faith rather than money in the bank seldom succeed. To catch and keep popular attention calls for more space, more staff, and more money than most of the independent historical societies have or are likely to get.

No two State historical societies, private or public, are exactly alike. No two do precisely the same things in the same way. This is due in some measure to disparity in support, but not entirely. Societies vary considerably because of regional differences in dates of settlement, in density of population, in the character of life.

One's approach to the past inevitably depends upon the relative antiquity of the region where one is. A Roman survival on the border of Scotland that rightly deserves notice there might seem commonplace in Italy. In England the seventeenth-century wooden clapboarded houses of Essex seem relatively modern. Their contemporary counterparts in Essex County, Massachusetts, pass as venerable antiquities. The coastal towns of Maine are so rich in graceful white houses of the first quarter of the nineteenth century that many of these are thoughtlessly demolished every year to make way for gas stations and supermarkets. Yet an almost identical house built in Oregon City in 1845-46 by Dr. John McLoughlin, chief factor of the Hudson's Bay Company, is rightly preserved by the National Park Service, in cooperation with local authorities, as a national historic site. Thus in one particular region a monument that might be a commonplace elsewhere may be regarded as a valued relic and a legitimate subject of investigation.

As with buildings, there are relative degrees of significance with historical documents and with fields of investigation. During the past generation the protagonists of social history have emphasized various approaches to the past that had previously been ignored or considered of little consequence. The word "grassroots" is no longer a novelty but a tedious cliché. The common man has become

doubly fashionable; his past manifestations are studied, his present whims and interests catered to, by those who seek wide circulation for publications or large legislative appropriations.

The common man's view of the past was epitomized in Mr. Dooley's observation:²

I know history isn't thrue because it ain't like I see ivry day in Halsted Street. If any wan comes along with a histry iv Greece or Rome that'll show me th' people fightin', gettin' dhrunk, makin' love, gettin' married, owin' th' grocery man an' bein' without hard-coal, I'll believe they was a Greece or Rome, but not before.

Mr. Dooley might have enjoyed as well as learned from a liberally illustrated picture book, *Pots and Pans of Classical Athens*, published a couple of years ago by the American School of Classical Studies. This popular byproduct of the excavation of the Athenian agora would clearly show him Greeks "gettin' dhrunk." Reproductions of red-figured vases illustrate wine being carried to a party, convivial persons drinking, and even the sad aftermath where an unfortunate drinker uses a basin while a sympathetic attendant holds his head. It is instructive to know that one drinks from a *kylix* and vomits into a *lekane*, particularly when these pieces of pottery are of graceful shape and decorated by paintings of consummate artistry. Athenians indeed got drunk quite as readily and happily as Irishmen in Halsted Street, but the conversation that they had while doing so should also be remembered. The ideas of the Socratic dialogs have affected the world more permanently than the shapes or decoration of the pottery used by Socrates and his drinking companions. Classical scholars are in no danger of forgetting that the Greek was a thinking as well as a drinking man; too often persons approaching the American past through its artifacts bog down in the pots and pans, and forget the ideas of those that used them.

What has perhaps contributed most to the difference between historical organizations is the particular interest of the devoted and gifted individuals who have shaped their courses. When one looks at the history of a useful and valuable institution one nearly always finds the shadow of some remarkable man who is largely responsible. In writing the centenary history of the Boston Public Library a few years ago, I became greatly impressed by the role that Justin Winsor had played in its development. Winsor, a native of Duxbury, had undertaken a literary career. He had been a trustee of the Boston Public Library for only one year when, on the death of Charles Coffin Jewett, he was made its superintendent. In the dec-

² [Finley Peter Dunne], *Observations by Mr. Dooley*, p. 271 (New York, 1902).

ade that Winsor held the post his institution became preeminent among American public libraries. But in 1877, after a series of petty harrassments by stupid politicians, Winsor resigned and went to Cambridge as librarian of Harvard College. For the next 18 years the Boston Public Library slatted about in the doldrums, and it got back on course only in 1895, when another exceptional man, Herbert Putnam, went there as librarian.

When the New Jersey Historical Society was being founded in 1845 the Rev. Samuel Miller offered the new organization a piece of advice, based on experience with the New-York Historical Society, which he had helped found 41 years earlier. "I have observed," he wrote, "in regard to all the literary and scientific societies with which I have ever been connected, that, however numerous the members, some dozen or two of them performed almost all the work." This was conspicuously borne out in the New Jersey Historical Society, for during its first four decades one man, William A. Whitehead, corresponding secretary from 1845 to 1884, was responsible for its most permanent achievements in publication. The Historical Society of Pennsylvania owes a great debt to the quality of mind and diligence of effort of Frederick D. Stone, its librarian from 1877 to 1897 and the first editor of the *Pennsylvania Magazine of History and Biography*.

Today historical societies, archives, and editorial projects all complain with reason of their difficulty in finding the people they need to carry on their work. Because of this, considerable effort has been spent in establishing rapid-training courses in archival matters and in fields dealt with by historical societies. Yet these too readily may, like simonizing a motor car, produce a rapid high-gloss finish that in no way affects the motive power. The basic point to emphasize must be that any institution, if it is to do its job properly, must have a staff that cares more about that job than its own personal convenience; that does not quit on the whistle of union working hours. Any organization that is truly successful must be in charge of someone who makes it his life, who cares more deeply for the institution than for his own advancement. There are such men today, although never enough to do the work that needs to be done. But I am grateful to the Council on Library Resources for having given me the opportunity to meet so many of them on their own ground.



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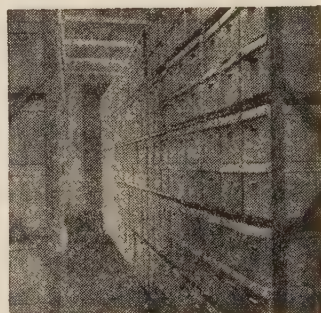
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Bostonians and Their Neighbors as Pack Rats

By L. H. BUTTERFIELD*

Massachusetts Historical Society

THE two-legged pack rat has been a common species in Boston and its neighborhood since the seventeenth century. Thanks to his activity the archival and manuscript resources concentrated in the Boston area, if we extend it slightly north to include Salem and slightly west to include Worcester, are so rich and diverse as to be *almost* beyond the dreams of avarice. Not quite, of course, because Boston institutions and the super-pack rats who direct them are still eager to add to their resources of this kind, and constantly do.

The admirable and long-awaited *Guide to Archives and Manuscripts in the United States*, compiled by the National Historical Publications Commission and now in press, contains entries for between 50 and 60 institutions holding archival and manuscript materials in the Greater Boston area, with the immense complex of the Harvard University libraries in Cambridge counting only as one.¹ The merest skimming of these entries indicates that all the activities of man may be studied from abundant accumulations of written records held by these institutions, some of them vast, some small, some general in their scope, others highly specialized. Among the fields in which there are distinguished holdings—one may say that specialists will neglect them only at their peril—are, first of all, American history and American literature, most of the sciences and the history of science, law and medicine, theology and church history, the fine arts, finance and industry, maritime life, education, and reform.

No wonder that in 1889 one of the most articulate of all Bostonians, when mired in the plethora of materials he had to go through

* Paper read before the Society of American Archivists at its annual meeting in Boston, Oct. 5, 1960. The author is editor in chief of *The Adams Papers*, Massachusetts Historical Society.

¹ I wish to thank Philip M. Hamer, Executive Director of the Commission, under whose official and personal supervision the *Guide* has been prepared, for the privilege of consulting the entries for Massachusetts institutions in advance of publication. By the time this paper appears in print the *Guide* will have been published by Yale University Press.

in writing a two-volume biography of another Bostonian, exclaimed from the depths:

Who was that much abused prophet who destroyed the library at Alexandria? I do not recollect his name. Nevertheless, there should be a monument erected to his memory. Would that he could come back to life once more, and begin at Harvard College and thence proceed to Washington, leaving a smouldering mass of burning records behind him.²

Yet when Charles Frances Adams, 2d, who uttered this complaint, died, he left a mass of correspondence, diaries, notes, drafts, clippings, and other papers that run to many thousand pages and span his career as army officer, public servant, businessman, scholar, and writer. The papers have come to rest, naturally enough, in the Massachusetts Historical Society, where they are consulted with great frequency.

The underlying causes for phenomena like these in the Boston scene spring readily enough to mind. In spending a few minutes pointing out a few of them, I can hardly expect to tell this audience anything it doesn't already know. They are not, of course, peculiar to Boston and its neighborhood, but they have been conspicuously operative there, in combination with each other, over long periods of time.

In the first place, Massachusetts was settled early, and the early settlers were literate and serious-minded men—the kind of men who make and keep records. The great prototypes were Governor William Bradford of the Old Colony, the manuscript of whose magnificently detailed and movingly written record “Of Plimoth Plantation” reposes in a special exhibition case in the State House; and Governor John Winthrop of the Bay Colony, whose original journal of the years 1630-49 in the Puritan refuge at Boston is a foundation stone of the Massachusetts Historical Society's collections. There are few other documents matching these in importance, but it would appear that hardly any Puritan clergyman, or for that matter any literate layman, failed to keep a diary in order to discuss how he stood (or thought he stood) from day to day with the Almighty. Cotton Mather says in his *Diary* that he celebrated his children's birthdays by obliging them “to consider, first, *What is their main Errand into the World*; and then, *What have they done of that Errand*. And such of them as are old enough to write, shall give me some written Thoughts upon these Things.”³ To be sure, in

² Charles Francis Adams to Theodore F. Dwight, Feb. 15, 1889, Adams papers, Massachusetts Historical Society. Adams was writing his *Richard Henry Dana; a Biography* (Boston, 1890).

³ Massachusetts Historical Society, *Collections*, 7th ser., 8:219 (1912).

Cotton Mather's time the old religious sanctions were already crumbling, and they were to crumble further, but the habit of journalizing persisted. In the eighteenth century the sons of the Puritans were much less addicted to examining the corruption of their souls but marvelously given to recording the weather, the state of the crops, small business transactions, family events, politics, and all the town gossip. Their endless jottings may only occasionally rise to the level of great literature, as in John Adams' *Diary*, or to the priceless comprehensiveness of the Rev. William Bentley's. But the collective result is a body of personal records probably unmatched in any other time or place. Thanks to the labors of Mrs. Forbes it has been largely brought under bibliographical control, and her book, happily, is kept up to date by the staff of the American Antiquarian Society.⁴

Since literacy breeds esteem for itself, the Bay colonists founded schools and a college. Harvard had no rival in New England for 65 years, none in Massachusetts for over 150 years, and it consequently remained the nerve-center of letters and learning for a large region for a long time. The publishing and book-trade center for the same region very naturally developed in the political and economic capital of the Colony and Commonwealth, a few miles away just across the Charles. By the early nineteenth century it was a truism that Boston and bookishness went together.⁵ Writing to a friend in Germany in 1839, the historian Prescott said that if a young Bostonian "is not fond of books he may as well go hang himself."⁶ It is perhaps not to be wondered at that most Bostonians found reading and writing books preferable to hanging, but it is remarkable how many became historians of either the first rank or near it. Their names are familiar to all of you: Sparks, Ticknor, Prescott, Bancroft, Motley, Parkman, and a whole shoal of

⁴ Harriette Merrifield Forbes, comp., *New England Diaries, 1602-1800; a Descriptive Catalogue of Diaries, Orderly Books and Sea Journals* (Topsfield, Mass., 1923). This invaluable descriptive listing includes unpublished as well as published diaries, with locations, when known, of the manuscripts in both private and institutional custody. Additions and corrections are entered in a copy in the library of the American Antiquarian Society.

⁵ By the end of the century the abundance of authors in and near Boston had become a joke. A New England correspondent for the *Chicago Evening Post* reported to his paper about 1900: "Merely as a matter of general statistics and possibly of general interest, it may be set down that every family in Middlesex County, Massachusetts, boasts a rubber-tree and an author. In certain instances there are two or three rubber-trees and an author, and in others two or three authors and a rubber-tree, but the average holds good, and we are all very happy and contented." Helen M. Winslow, *Literary Boston of To-Day*, p. 11-12 (Boston, 1902).

⁶ Roger Wolcott, ed., *The Correspondence of William Hickling Prescott, 1833-1847*, p. 72 (Boston, 1925).

Adamses. Historical scholarship requires ample sources. Harvard and the Boston Athenæum could be relied on for printed works, supplemented by the extensive libraries in their specialties that all of these writers and many of their friends assembled. The Massachusetts Historical Society offered important manuscript resources in the field of early New England history, but the collective requirements of these historians embraced two continents. They covered them thoroughly and eventually enriched the libraries of Boston and Cambridge with what they had acquired, augmented by their own correspondence and other personal papers. The Sparks collection in the Houghton Library, the Ticknor collection at the Boston Public, and the Parkman, Prescott, and later portions of the Adams papers at the Massachusetts Historical Society are examples.

Wealth was of course a contributing cause to the growth of all kinds of cultural resources in the Boston area. Wealth established and nourished libraries and other learned institutions; it also established dynastic families whose versatility of talents running over several generations has been a marked characteristic of Boston history. The Adamses, who have been successively statesmen, writers, and businessmen of eminence for two centuries, are merely the best known of such dynasties. John Adams could point in his own lifetime to the Quincys, Saltonstalls, and Winthrops as members of a natural aristocracy that had always flourished in New England soil. Others like the Higginsons, Holmeses, Lowells, Lees, Warrens, Jacksons, Cabots, Forbeses, and Danas came to the fore in the later eighteenth or early nineteenth century and are still very much in evidence today. Their abilities gave them prominence in public and professional affairs. Being articulate, they created masses of personal records. Being solvent, they kept them—until at length these great family archives passed one by one into the custody of suitable repositories. For Bostonians the suitable place for depositing one's earthly remains has for a long time been Mount Auburn cemetery;⁷ for one's books, either Harvard or the Athenæum; for one's family papers, the Massachusetts Historical Society.

The principle of voluntary association has always run strong in Boston, as it has in all American urban centers. At first, as mer-

⁷ Almost from the year of its founding, in 1831, Mount Auburn became a prime tourist attraction and a manifestation of several of the New England traits described in these paragraphs. Guidebooks were published, such as *Dearborn's Guide Through Mount Auburn . . . With Sixty-Two Engravings of the Monuments, for the Benefit of Strangers Desirous of Seeing the Clusters of Monuments With the Least Trouble* (Boston, 1851). A century later the proprietors, mindful of their historical as well as custodial obligations, published Foster W. Russell's *Mount Auburn Biographies; a Biographical Listing of Distinguished Persons Interred in Mount Auburn Cemetery, Cambridge, Massachusetts, 1831-1952* (Cambridge, 1953).

chants accumulated wealth and the Puritan theocracy was obliged to loosen its grip on their lives, Bostonians associated for social purposes. The *Diary* of the Boston merchant John Rowe during the years preceding the Revolution is a monotonous record of meat, drink, and company in Boston taverns and of rural excursions that sound for all the world like the outings of the Club of Odd Volumes or the Colonial Society of Massachusetts today.⁸ Political organizations—the famous “caucuses” which introduced a new word into the language and which Sam Adams molded into an effective apparatus for harrying the royal government—can be traced as far back as the 1740's. But as John Adams noted during his service in the first Continental Congress, while Philadelphia might be inferior to Boston in *most* things that mattered, its straight streets and its numerous organizations for charitable and cultural purposes put Boston to shame. The crooked streets of Boston were beyond remedy, but Adams could do something about the other deficiency. A month after the Declaration of Independence was voted he wrote his wife: “If I ever get through this Scene of Politicks and War, I will spend the Remainder of my days in endeavouring to instruct my Countrymen in the Art of making the most of their Abilities and Virtues . . . A philosophical Society shall be established in Boston.”⁹ He did not wait for the end of the war, but during a brief interval between diplomatic missions in the fall of 1779 he proposed the idea at a dinner held for the new French minister to the United States in the “Philosophy Chamber” at Harvard College.¹⁰ From this hint sprang the American Academy of Arts and Sciences, launched in the following year, the parent or grandparent of all the later (and innumerable) learned societies in New England.

In his old age Adams wondered about the consequences of his idea:

The American Academy of Arts and Sciences [he wrote his friend Van der Kemp in 1818] was founded on a good plan and would have been a glorious Institution if its original design had been pursued. But Ambition has well nigh ruined it, by splitting it into Morsells, erecting its Committees into an Historical Society, an Agricultural Society, a Medical Society, an Antiquarian Society, not to mention Missionary Societies, Bible Societies and Peace Societies, Assylums for Insane &c. And all this for the sake of multiplying Presidents and Vice Presidents, Recording Secretaries, corresponding Secretaries, Tresurers &c. and for the sake of converting them all into political Electioneering

⁸ Anne Rowe Cunningham, ed., *Letters and Diary of John Rowe, Boston Merchant, 1759-1762, 1764-1779* (Boston, 1903).

⁹ Aug. 3-4, 1776, Adams papers, Massachusetts Historical Society.

¹⁰ *Correspondence of the Late President Adams, Originally Published in the Boston Patriot*, p. 163-165 (Boston, 1809-[1810]).

Engines. These Things have made me perhaps too indifferent about them all. I have given you all the Transactions of all of them I ever owned and shall never purchase any others. I find more entertainment and Information in De Grim, La Harpe and especially in Sysmondi.¹¹

Perhaps some method of birth control should have been early applied to Boston's professional and cultural associations, for today one could spend most of one's time attending their meetings and reading the "literature" they produce in one's own specialty. But the principle of natural selection has worked pretty well in weeding out the weaklings; it is also true, despite Adams' complaint, that the salvation of the stronger ones has lain in specialization. This is a point to which I shall return later.

I have so far said nothing about the most powerful force of all in the amassment of historical records in this community, namely filiopietism. Public celebration of the acts and virtues of our forefathers probably began in Massachusetts, for well before the Revolution the citizens of Plymouth began an annual commemoration of Forefathers' Day, and in 1774 the local Sons of Liberty carried as big a piece of Plymouth Rock as they could manage to the center of town to use as a base for a liberty pole. In Boston the fertile brain of Sam Adams conceived in 1771 the plan of a harangue on each anniversary of the Boston Massacre to denounce British butchery. The idea had served its purpose by the close of the war. In 1783 *two* town orators were appointed, one to perform on March 5 and the other on July 4. Thereafter celebrations were held only on the national anniversary, and an American folk ritual was born.¹²

To meet the demands of the anniversaries that came thick and fast early in the next century—bicentennials of the founding of Plymouth Colony in 1620, of the Bay Colony in 1630, of Harvard College in 1636, and the jubilees of Revolutionary battles, national independence, and the establishment of the Federal government, all coinciding as they did with a new sense of nationalism following the War of 1812—New England produced a school of orators specializing in patriotic eloquence. At their head stood Daniel Webster, of whom Sydney Smith said that no man could possibly *be* as great as Webster *looked*; and not far behind was Edward Everett, who virtually made a career of commemorative oratory and ultimately published four tremendous volumes of speeches de-

¹¹ Feb. 10, 1818, Adams-Van der Kemp letters, Historical Society of Pennsylvania.

¹² See James Spear Loring, *The Hundred Boston Orators, Appointed by the Municipal Authorities and Other Public Bodies, From 1770 to 1852, passim* (3d ed., Boston and Cleveland, 1854), a work that is itself a striking—and still useful—expression of Boston filiopietism.

livered at patriotic celebrations, funerals of great men, the laying of cornerstones, and even the awarding of prizes at cattle shows.

The same spirit was manifested in the publication of official records of Massachusetts' and the nation's early history and of both writings by and memoirs of the founding fathers. Jared Sparks forsook the Unitarian ministry in the 1820's to devote the rest of his life to activities of this kind. With Harvard as a base, and with the collaboration of Boston publishers, he was fabulously successful in both popularizing history and furnishing abundant new sources to the historical scholar.

The founding of the Massachusetts Historical Society in 1791 and of the New England Historic Genealogical Society in 1845 were similar manifestations.¹³ But I must pass over these and others, indeed many others, in order to mention an especially spectacular example of Boston filiopietism. In the early 1870's the congregation of the Third or Old South Church, at the corner of Washington and Milk Streets, finding the site no longer suitable for religious purposes, built a "New Old South Church" (to the con-

¹³ The Genealogical Society was largely the creation of the Boston bookseller and antiquarian Samuel Gardner Drake, who was never elected to membership in the Massachusetts Historical Society. Drake at once began issuing the *New England Historical and Genealogical Register*, which has now reached its 114th volume. With a "small and earnest coterie" of associates who shared his resentful feelings toward the Historical Society, Drake went on to found, in 1858, a historical publishing club, the Prince Society, which issued a long and distinguished series of edited documents and reprints until 1920, after which it died of financial inanition. The early history of the Genealogical Society and the full history of its offshoot have been set down in George G. Wolkens, "The Prince Society," in *Massachusetts Historical Society, Proceedings*, 66: 223-254 (1942). The Genealogical Society continues to flourish; it maintains a large library that includes some 175,000 manuscripts in its field of interest but does not accession collections of personal papers. Symbolic of its present relations with the Historical Society is the fact that its great collection of Gen. Henry Knox's papers, deposited in the library of the Historical Society in 1910, is now being published by the latter, with the owning institution's full approval, in a microfilm edition.

Similarities may be traced in the history of the Colonial Society of Massachusetts, which was founded in 1893 mainly through the efforts of Henry H. Edes, a man of means and antiquarian tastes but not a member of the Massachusetts Historical Society. More by accident than design, the Colonial Society has until very recently been "a homeless body." Being thus unencumbered with either collections to care for or a staff to pay, it has been able to devote its founder's benefactions almost entirely to scholarly publishing. Its familiar stout, blue-bound, and excellently printed *Publications* now number 38 volumes and are especially noteworthy for the extensive series of seventeenth- and eighteenth-century records of Massachusetts institutions—academic, religious, and judicial—they embody. Having fortunately been unable to find a home, the Colonial Society was in a position in 1932 to become the financial angel of the young and struggling *New England Quarterly* and has continued in that useful role ever since. Meanwhile, in 1911, Edes had been elected to membership in the Historical Society, and upon his death 11 years later he left it too a bequest. See Walter Muir Whitehill's "Historical Sketch" in *Handbook of the Colonial Society of Massachusetts, 1892-1952*, p. 1-12 (Boston, 1953).

fusion of all but Bostonians) in the Back Bay area, and the old building went on the auction block. The step was ill-timed, to say the least. The "Old South" had been the scene of town meetings after the Boston Massacre and before the Boston Tea Party; Benjamin Franklin's family had attended public worship there; Otis, Sam Adams, Hancock, and Warren were names closely associated with its history. And then, just as the centennial of the nation's birth was to be celebrated, a wrecking crew attacked the venerable fabric. The furore that followed is what one might have expected in Boston. Poets, orators, and philanthropists were recruited; the structure was saved; and the steeple, partly demolished, was mended. As part of the rescue operation all manner of relics were dug out of attics and contributed, by well-intentioned friends of the cause, for a historical exhibition to help raise funds. These contributions—and others that followed—have long been displayed in the meeting house on the principle of visible storage. Here you may see (or until very recently could have seen) tea from the Boston Tea Party, buttons worn by John Hancock, a vest worn by General Sullivan, Joseph Warren's christening cap, wood from the Washington Elm in Cambridge and from Mount Vernon on the Potomac, a piece of a blood-stained shirt said to have been worn by a Cambridge minuteman, an autograph of General Santa Anna, stays, shawls, bellows, canes, hats, bonnets, shoes, tomahawks, samplers, keys, nails, handcuffs, and some thousands of other objects that would give a present-day museum curator a permanent nightmare, though mingled among them are also a number of rare and valuable books, documents, broadsides, and prints. As well perhaps as anywhere in the world, you can see here the pack rat instinct at work uncontrolled.

Happily, the purposeful pack rat has been more in evidence on the Boston scene. His activities can be clearly traced from the early eighteenth century until the present. If I were to tell the story of collecting in the Boston area—which I cannot do in an after-luncheon speech—I would divide it into seven chapters and entitle them:

The Age of Prince and Hutchinson
The Age of Belknap and Thomas
The Age of Sparks
The Age of Winsor
The Age of Ford
The Age of Brigham, and
The Age of Jackson, Riley, and Shipton

The Rev. Thomas Prince and the Hon. Thomas Hutchinson, whose careers spanned the first three quarters of the eighteenth century, were the great precursors. When John Adams in 1774 found himself charged by the General Court with the task of stating Massachusetts' northern and western territorial claims, he did not go to the provincial secretary's office or to the Harvard College Library but "to the Balcony of Dr. Sewalls Church [the Old South], where Mr. Prince had deposited the amplest Collection of Books, Pamphlets, Records and Manuscripts relative to this Country which I ever saw, and which as I presume ever was made."¹⁴ Adams found some things to his purpose and still more, as he said and as his own library bears witness, to gratify his curiosity "in that elevated Situation." So did others, including the unknown member of the British armed forces who presumably carried off the unpublished manuscript of Governor Bradford's history of Plymouth Plantation, ultimately returned from London to Boston a century and a quarter later.

Prince designed and left his collection of Americana for public use, under the title of "The New-England-Library"; it has come to rest in the Boston Public Library and still serves its first owner's wishes.¹⁵ Governor Hutchinson took other measures with the original materials that he inherited and otherwise acquired—or with such of them as survived destruction by the mob that pillaged his Boston house in August 1765. He had already published one volume of his *History of Massachusetts Bay* the year before. He now hurried to get his second volume into print lest further accidents occur. Both volumes were heavily documentary, and in 1769 Hutchinson issued a stout supplementary volume entitled *A Collection of Original Papers Relative to the History of the Colony of Massachusetts-Bay*. In his preface he provided a rationale—as if they needed one!—for all the collectors and antiquarians who have followed from that day to this: "He who rescues from oblivion interesting historical facts is beneficial to posterity as well as to his contemporaries; and the prospect thereof to a benevolent mind causes that employment to be agreeable and pleasant, which otherwise would be irksome and painful."

These were important efforts by *individuals* in collecting and publishing documents. The next age, roughly the half-century following the Revolution, saw the beginnings of *organized* effort,

¹⁴ Autobiography, under date of Fall, 1773, Adams papers, Massachusetts Historical Society.

¹⁵ See *The Prince Library; a Catalogue of the Books and Manuscripts . . .*, published by the Boston Public Library, 1870, with a historical introduction by Justin Winsor.

led by two remarkable men. The Massachusetts Historical Society, the brain child of the clergyman-historian Jeremy Belknap, and the American Antiquarian Society, the "lengthened shadow" of the great Worcester printer Isaiah Thomas, were founded only 20 years and 40 miles apart, with aims so much alike that one would suppose they were bound either to compete to the death or coalesce. In respect to membership and overlapping management they have to some extent coalesced, but not otherwise. As the present directors of both institutions have recently pointed out, and as Walter M. Whitehill's illuminating study of the independent historical societies shows in detail,¹⁶ the two societies have by narrowing their fields of concentration continued to build to their respective strengths without suffering the effects of sibling rivalry. The Historical Society's name has come to be synonymous with manuscripts of New England interest; the Antiquarian Society's with early American newspapers and imprints. Both have maintained formidable publishing programs from the outset, with emphasis on documentary and bibliographical works. Their present relationship is epitomized by the fact that the director of the Antiquarian Society, Clifford K. Shipton, is the author of the Historical Society's lengthening series of *Biographical Sketches* of Harvard graduates in the eighteenth century, the materials for which he draws in varying proportions from the newspapers and pamphlets in the collections he presides over in Worcester, the manuscripts in the Massachusetts Historical Society, and the records preserved in the Harvard University Archives, of which, when wearing the third of his numerous hats, he is archivist. It was a nineteenth-century predecessor of his at Harvard, John Langdon Sibley, who endowed the Historical Society with funds that continue to support this distinguished series.

One other early and lasting product of what New Englanders used to call "associated effort" cannot be passed over without mention. Reversing the usual order of things, the Boston Athenæum originated as a publishing club, the Anthology Society, and a few years later, in 1807, became a library. Wholly supported by private funds and one of the most agreeable places in the world for a scholar or writer to do his work, the Athenæum became so integral a part of the New England literary scene in the nineteenth century that ill-informed persons tend to think of it as a historical monument rather than what it is, an extremely busy and in fact indispensable.

¹⁶ *The Independent Historical Societies*, a study financed by the Council on Library Resources, directed chiefly to the research and publication activities of privately supported historical societies and to be published by Harvard University Press. I am grateful to Mr. Whitehill for permitting me to read his chapters in typescript.

ble place to read and study. Though owned by its shareholders, it served many of the functions of a public library until the opening of the Boston Public Library in 1854, and neither of these institutions has been weakened by the neighboring presence of the other. On the contrary they cooperate in all the expected and in some unexpected ways. For example, when the trustees of the Public Library felt the need of preparing and publishing a centennial history, they called on the director of the Athenæum to write it.¹⁷ The indispensability of the Athenæum is owing to the vast accumulation of both general and special collections that generations of Bostonians have turned over to it and that have been maintained and enriched through funds furnished by them and other Bostonians. Its agreeableness is owing to the courtesy and efficiency with which its resources are placed at the disposal of any qualified inquirer. Over the years the Athenæum has acquired substantial manuscript holdings, especially in the fields of art and literary history, but its present policy is to direct proffered manuscripts to more suitable repositories.

The second quarter of the nineteenth century I have called the Age of Sparks because for several decades the Reverend Professor and President Jared Sparks bestrode the historical scene like a colossus. Sparks adopted Belknap's principle of collecting, which was that one must not wait "at home for good things to fall into the lap, but [must prowl] about like a wolf for the prey."¹⁸ But Sparks enlarged the theater of his operations to include most of what was then the United States and several countries in Europe. In the mid-1820's he visited State archival repositories, such as they then were, from Maine to Georgia, set copyists to work in them, sometimes persuaded apathetic custodians that copies were just as good as originals, and then carried off the originals to what was perhaps at the time safer custody in his own capacious study in Cambridge. He brought a wagonload of Washington papers to Craigie House and put editorial assistants to work transcribing and editing them for publication while he himself searched European archives for materials relating to our Revolutionary history and the diplomatic career of Benjamin Franklin, whose works he began to edit before his edition of Washington's writing was complete. Ultimately, as I have mentioned earlier, most of the originals and all the transcripts Sparks amassed, together with his personal papers

¹⁷ Walter Muir Whitehill, *Boston Public Library; a Centennial History* (Cambridge, 1956).

¹⁸ Jeremy Belknap to Ebenezer Hazard, Aug. 21, 1795, Massachusetts Historical Society, *Collections*, 5th ser., 3:357 (1877).

that include journals of his scholarly missions that have long cried out for publication, passed into Harvard's possession.¹⁹ Sparks' shortcomings as a historical editor were pointed out in his own lifetime and have been emphasized often enough since. But if one considers the scantiness of published sources relating to early American history available to historians before, say, 1830, and what Sparks furnished them in the hundred or so volumes he issued during the next two decades, one has a better notion of what his contribution was.

The bicentennials of 1820 and 1830, the example of Sparks, and other circumstances combined during this period to awaken the authorities of the Commonwealth to the neglect of Massachusetts' own official records. Up to this point their history presents the same dismal features as that of the archives of most of the older States. Much discussion occurred and numerous futile legislative resolves were passed before Gov. Edward Everett in his inaugural speech of 1836 successfully appealed for "a small appropriation" to put the public papers "in systematic order" for preservation and use. For five years thereafter a Salem clergyman with antiquarian tastes, Joseph B. Felt, labored among the dusty accumulations, sorting and binding up papers as he saw fit in subject classes ranging from "Agriculture" to "Witchcraft" and including such unhelpful categories as "Ecclesiastical," "Indians," "Letters," "Literary," "Political," and "Taverns." Felt's arrangement of the so-called Massachusetts Archives has never been disturbed, and in fact was continued by supplementary volumes under similar titles later in the century. Like the punctuation of the engrossed copy of the Declaration of Independence, which, as Carl Becker has said, follows "neither reason nor the custom of any age known to man," it is "one of the irremediable evils of life to be accepted with becoming resignation." Name and subject indexes do something to mitigate the evil, but the indexes remain incomplete more than a century after the plan was adopted. In general the history of Massachusetts' public records, despite devoted labors by individuals in the past and currently, makes unhappy reading.²⁰

¹⁹ Sparks' historical manuscripts, in 130 volumes, were given to Harvard in 1866 and were described by Justin Winsor in his *Calendar of the Sparks Manuscripts in Harvard College Library* (Harvard University Library, *Bibliographical Contributions*, no. 22, 1889). His personal papers were acquired much later and include the long sequence of journals of travel and research in the United States and Europe, from which Herbert Baxter Adams printed only tantalizing selections in his biography, *The Life and Writings of Jared Sparks* . . . (2 vols., Boston and New York, 1893). Perhaps no other documents extant contain so much concentrated information on historical collecting, editing, and publishing in the first half of the nineteenth century.

²⁰ See *Report to the Legislature of Massachusetts Made by the Commissioners Appointed under the Resolve, Chap. 60, 1884, Upon the Condition of the Records, Files, Pa-*

But if I am to arrive at any conclusions or, more important, a stopping point, I must shorten even this synopsis. To do so will be unjust to three figures who have loomed large on our scene in the past hundred years—Winsor, Ford, and Brigham—and to a whole band of their collaborators. All three of these men, one of whom is still at work in his own vineyard at Worcester, are distinguished for accomplishments in gathering the raw material of history, placing it under bibliographical control, and publication. Winsor's contributions, when examined in detail and with the realization that from 1868 to 1897 he administered the affairs first of the Boston Public Library and afterward of the Harvard College Library, seem well-nigh incredible. His notes and essays on printed and manuscript sources and on cartography and iconography in the two great cooperative histories he edited in the 1880's—these alone entitle him to our perpetual gratitude, since we still cannot get along without frequently consulting them.²¹ Worthington Ford was also associated with two Boston institutions—the Boston Public Library and the Massachusetts Historical Society—with an interval at the Library of Congress. Ford's lifetime passion, literally from boyhood, was getting the raw materials of history into print. Whole shelves of the Historical Society's *Collections*, *Proceedings*, and special publications, supplemented by the old documentary *Reports* of the American Historical Association, the Library of Congress edition of the *Journals of the Continental Congress*, and selective editions of letters and papers of four generations of the Adams family, to mention nothing else, attest the driving force of that passion and the acumen and skill of Ford as an editor.²² Of Clarence Brigham it is of course not enough to say that in 50 years' service to the American Antiquarian Society he increased that institution's pre-eminent collection of American newspapers prior to 1870 from 6,000 to 22,000 volumes and a million separate issues occupying, all told, five miles of shelving, and that his *History and Bibliography of*

pers and Documents in the Secretary's Department (Boston, 1885), a document believed to have been prepared by Justin Winsor, who was a member of the special commission. Also John H. Edmonds, "The Massachusetts Archives," in *American Antiquarian Society, Proceedings*, 31: 18-60 (1922).

²¹ See William F. Yust, *A Bibliography of Justin Winsor* (Harvard University Library, *Bibliographical Contributions*, no. 54, 1902)—a record of scholarly skill and industry on a monumental scale.

²² No biography or bibliography of Worthington Ford has been written. Since he was a voluminous and often a brilliant letter writer, the best memorial to him might well be a collection of his letters. The Massachusetts Historical Society, whose archives contain parts of his correspondence, is endeavoring to gather originals and copies of other Ford letters with a view to publishing a selective edition. The director of the Society, Stephen T. Riley, would welcome information about Ford letters in out-of-the-way places.

American Newspapers, 1690-1820 was completed and published in 1947. But it would be hard to show in still briefer terms how Mr. Brigham's shadow has lengthened that of his predecessor, Isaiah Thomas.²³

We come now to the Age of Jackson, Riley, and Shipton, and to some concluding observations on the present status of things.

Though I have given some notion of the extent and diversity of the manuscript resources of the Boston area, I regret passing over a great many specialized archives and collections that are of the first order of importance in their respective fields, for example the extensive records of several religious denominations and their foreign missions; the vast assemblage of business records in the Baker Library of the Harvard Business School, extending from 1200 to our own day, for which Robert W. Lovett has compiled an admirable *List* (Boston, 1951); the thousands of measured drawings of old houses held by the Society for the Preservation of New England Antiquities; the Women's Archives at Radcliffe College; and the rich holdings in mercantile and maritime manuscripts at the Essex Institute and the Peabody Museum at Salem. For these and many others meriting mention I can only refer the curious inquirer to the National Historical Publications Commission's *Guide*, pointing out to him at the same time that he is fortunate indeed to have such a vade mecum.

If the vitality of institutions of the kind we are talking about is measured by the quantity and value of their continuing accessions, we may surely say that the institutions of Boston and vicinity are in a healthy condition. One has only to read William A. Jackson's annual reports for the Houghton Library and Stephen T. Riley's for the Massachusetts Historical Society for overwhelming proof of this assertion. Though Harvard acquired during the nineteenth century a number of important manuscript collections relating to American history, it has undertaken energetic collecting only in recent decades and has very properly concentrated on literary materials. And it can already boast of the principal manuscript collections of, among others, Joel Barlow, Emily Dickinson, Emerson, Howells, Longfellow, Henry James, Amy Lowell, James Russell Lowell, Edwin Arlington Robinson, the publishing firm of Ticknor & Fields, and Thomas Wolfe. During roughly the same period—the last 25 years—the larger acquisitions of the Historical Society included the papers of such statesmen and diplomats as Robert Treat Paine, Richard Olney, John Davis Long, Amasa Walker,

²³ See, further, Clarence S. Brigham, *Fifty Years of Collecting Americana for the Library of the American Antiquarian Society, 1908-1958* (Worcester, 1958).

and William C. Endicott; also those of the historian John Torrey Morse and of the clergyman Noah Worcester; and large additions to the Saltonstall family papers. On the same climactic day in May 1956, as Mr. Riley has pointed out in his recent account of *The Massachusetts Historical Society, 1791-1959* (Boston, 1959), gifts of both the Paul Revere papers and the Adams family papers were announced to the Society. There are no signs that the influx is slackening.²⁴

Despite John Adams' complaint, quoted earlier, about the fragmentation of learned societies in the Boston area, this phenomenon has continued and accelerated. And it has proved a blessing. The older institutions that by their charters concerned themselves, as Mr. Shipton has said in a recent report to the American Antiquarian Society, "with all that man and nature have done anywhere," have wisely narrowed their aims in order to fulfill them. By sloughing off their natural history collections and museum objects (always placing them, when wanted, in institutions where they will be more useful), they have been able to concentrate on the gathering, processing, and publishing of historical sources, thus fulfilling the Virgilian motto that appears on the Historical Society's seal: *Sic vos non vobis*—"Thus do ye, bees, gather honey for others."

The honey so gathered is intended for serious and adult investigators of history rather than for the touring public or "junior historians." This policy is bound to evoke occasional criticism in a world more and more accustomed to measure success by the take at the gate. For institutions that have made the decision that history is not popular entertainment, there is no take at the gate. In order to maintain, to say nothing of expanding, their work, they must depend on private philanthropy; and the competition for such funds being what it is, the going is not easy. But then, the going never has been easy for institutions dedicated to research and publication. Even the Ford Foundation has not yet invalidated the truth of the remark attributed to Goldsmith that scholars, like race-horses, are generally believed to perform best when kept lean.

I do not wish to give the impression that the institutions I am speaking of are embodiments of all scholarly virtues and free from all faults. The Massachusetts Historical Society, for example, has

²⁴ In November 1960, a few weeks after this paper was read, the Massachusetts Historical Society received one of the largest collections of papers it has ever acquired and probably one of the most comprehensive in existence for the study of later nineteenth-century politics in New England and the nation. These are the personal, legal, and political papers of George Frisbie Hoar (1826-1904), Massachusetts lawyer, Congressman, Senator, and Republican stalwart from the time of the Free Soil movement to the Presidency of Theodore Roosevelt.

had its periods of aloofness and complacency, if nothing worse. Its *Handbook*, published as recently as 1949, devoted three times as much space to a register of its officers and members as it did to listing its manuscript holdings—though presumably most laborers in the historical vineyard are more interested in the latter than the former information. (Steps have been taken to redress this balance.) The Society's building long presented so void and gloomy an appearance to anyone entering it that it has been compared with Tut-ankh-amen's tomb, and a member of the Society's council has recalled that when he was younger he was actually afraid to come into the building at all. (Steps are being taken right now to improve this condition.²⁵)

Yet one feature in the scene that I have been describing remains deeply disturbing. This is the total lack of liaison between those who, on the one hand, are professionally concerned with history and the materials thereof and, on the other hand, public officials and the community at large. Perhaps the numerous private societies have in a sense done their work too well and thus accustomed public officials to think—if they think about such things at all—that they have little or no responsibility to support historical activities and promote historical knowledge. For this reason and for others not easy to pin down, the Commonwealth of Massachusetts, in humiliating contrast with many other States, especially in the South and West, does pitifully little for its own history except to boast about it. Whatever private agencies may do for history, this is not a wholesome situation, for the State has obligations in this field that cannot be properly discharged by any other authority. At present some things that should be done by the State are not done at all, and other things are done badly.

For example, although in the nineteenth century Massachusetts published important bodies of its earliest records and an excellent annotated edition of its colonial laws, today it has no historical publication program.²⁶ It possesses vast accumulations of original records of the highest possible historical value, but they are scattered among the Division of Archives, which is under the secretary of state's authority; the State Library, which is administered by

²⁵ As a result of recent changes in the building, particularly the transfer of the reading room from its cramped quarters on the second floor to a much larger first-floor room long occupied by a museum now dismantled, the sign reading "CLOSED TODAY EXCEPT TO MEMBERS," always placed on the front door on the Society's monthly meeting days, was ceremoniously discarded at the October 1960 meeting, to the satisfaction of all concerned.

²⁶ With the exception of a subsidy to the Massachusetts Historical Society toward the cost of publishing an annual volume of the *House Journals* of the Provincial period.

the Department of Education; and the old and new Suffolk County courthouse buildings in Pemberton Square, Boston—to mention only the known larger concentrations of older archival material. I hesitate to speak of more recent but noncurrent records, which are stowed in whatever storage space can be found for them. Important nineteenth-century records are known to have been destroyed as wastepaper, and much else might as well have been destroyed so far as its availability to historical investigators is concerned. Thanks to an antiquarian-minded former clerk of the Supreme Judicial Court, the matchless files of that court and its seventeenth- and eighteenth-century predecessors have been rescued and put in excellent order.²⁷ (They are also now being microfilmed, though not under scholarly supervision, and the results may not prove to be all that one could wish.) The early records still housed in the old courthouse building present a sorry contrast. It is sometimes difficult for an inquirer there to consult again what he has consulted before, and I have been in a basement storage room where one must literally walk on old papers covered with dust, soot, and plaster grit in order to reach materials jammed helter-skelter into the shelves. The Archives Division itself, custodian of the “Massachusetts Archives” or “Felt Collection” that I have mentioned above in this paper, has for so long been overcrowded and undermanned that deterioration and pilfering have gone on for a century,²⁸ and indexing and photoreproduction of materials hard to find and impossible to replace proceed at a snail’s pace.

Despite a great deal of legislation bearing on the subject over the

²⁷ These include, besides minute books and the written-up “records” of the high court in each county, a mass of “early court files and miscellaneous papers” bound in approximately 1,300 volumes and running to more than 175,000 cases, chronologically arranged and indexed under their names. See John Noble, “The Early Court Files of Suffolk County,” in Colonial Society of Massachusetts, *Publications*, 3: 317-326 (1900), and the same author’s “The Records and Files of the Superior Court of Judicature, and of the Supreme Judicial Court,—Their History and Places of Deposit,” *ibid.*, 5: 5-26 (1902). Rich in social as well as legal history, these records have as yet been relatively little exploited by historians and unfortunately are not reported in the *Guide to Archives and Manuscripts in the United States*.

²⁸ See the *Report* of 1885, probably written by Winsor, cited in note 20 above, for a long list of papers missing from the Felt volumes at that time (p. 11-14). Newspaper stories have reported thefts from time to time in recent years. In 1956 two reporters “stole” documents in the handwriting of Washington, Hancock, and other celebrities in order to publicize the need for better protection; see the *Boston Traveler*, Apr. 11, 1956. It is sad to report, but true, that the new Archives Building (actually an underground extension of the Capitol) now being completed will by no means solve the problems that the Commonwealth has so long neglected. The building was designed and constructed with little or no advice from professional archivists; its requirements as an archival repository have been subordinated to its museum function; and probably it will not house even the records now in the Archives’ custody, to say nothing of the State’s noncurrent records languishing in substandard storage elsewhere.

years, the condition of local records round about the State is, with some exceptions, equally bad. At the turn of the last century Massachusetts was a leader in this field. A legislative act of 1884 authorized the appointment of a commissioner to survey local records of a public nature and to take measures for making them both safe and accessible according to law. The result was the well-known and comprehensive "Wright Report" of 1889.²⁹ The annual *Reports* which followed, prepared by Commissioner Robert T. Swan from 1890 through 1907, were models of their kind. Swan was tireless in his visits of inspection throughout the State, and he annually lectured town, city, and county clerks, the legislature, and the public at large on proper methods of making, storing, protecting, repairing, copying, and indexing records; on acceptable inks, paper, typewriter ribbons, and binding materials; on fire hazards (even predicting, correctly, where fires were bound to occur); on the necessity of a central "public record office"; and the like, not overlooking such details as the undesirability of "wooden spittoons," which, he pointed out, regularly caused fires in town and city halls.³⁰ Swan's energetic example inspired other States to set up public record commissions that remain effective today, but in Massachusetts there has been a steady deterioration ever since his death in 1907. In 1919 the independent office of commissioner was abolished and its functions transferred to a "supervisor of public records" in the office of the secretary of state. After 1920 the supervisor's reports no longer appeared separately but were buried in the *Annual Reports of the Secretary of the Commonwealth*. In his 1959 report the supervisor explained the meagerness of his findings by pointing out that his funds were too limited to permit him to make many visits of inspection outside Boston. Needless to say, there is no systematic, State-supported program for microcopying local records or for depositing either the originals or photocopies of older records in a central repository. So the process of attrition among Massachusetts' once matchless town, city, county, and parish records continues, in violation of law and good sense and to the irreparable loss of historical knowledge.

The immediate reason for this state of things is that the proud Commonwealth of Massachusetts has no statute properly defining public records, requiring their care according to modern standards, and granting a properly qualified archival officer sufficient authority and funds to see that such care is given them for the benefit of both

²⁹ Carroll D. Wright, *Report on the Custody and Condition of the Public Records of Parishes, Towns, and Counties* (Boston, 1889).

³⁰ Robert T. Swan, *Second [-Ninetieth] Report on the Custody and Condition of the Public Records . . .* (Boston, 1890-1907).

official use and historical research.³¹ The reason why we have no such statute is a condition of public apathy for which every one of us engaged in historical work in Massachusetts must bear some part of the blame.

But I do not mean to end on a gloomy note. The situation I have described should be viewed as a challenge rather than as a lost cause. Recent and promising weather signals on Beacon Hill suggest that it is a cause that can be won.

³¹ Why the office of archivist and that of commissioner (later supervisor) of public records have always been separate is a mystery that could be explained only if one understood the workings of legislative and bureaucratic minds. Both are in the office of the secretary of state, who under the constitution is charged with keeping the public records and is authorized to appoint deputies for the purpose (chap. 2, sect. 4, art. 2). The history of the supervisor's office, which was long concerned solely with local records, I have touched on above. His duties are defined in the *General Laws*, ch. 66, under the title "Public Records," but the provisions there laid down are antiquated, incomplete, and ineffective. See *Massachusetts General Laws, Tercentenary Edition*, 1:826-829 (Boston, 1932). The office of archivist was established in 1897 by an act merely stating that "The designation of the third clerk in the office of the secretary of the Commonwealth is hereby changed to Chief of the Archives Division; and the compensation of said officer shall be at the rate of two thousand dollars per annum" (Massachusetts General Court, *Acts and Resolves*, 1897, ch. 351). The archivist's salary has since been raised, but neither his qualifications nor his duties have ever been defined. If there have been able archivists, this has been accidental, since the office is simply a political perquisite of the secretary of state. And the results have been what one would expect. Little of what professionals would consider the proper work of a State archival agency gets done. In the *Annual Report of the Secretary of the Commonwealth* for 1959, for example, the report of the chief of the Archives Division occupies less than half a page and is largely taken up with statistics on veterans' discharge papers, corporation records, and similar material photostated in the division, and the number of oaths filed by new State employees during the year. But I must add here a personal word. Despite all its handicaps the staff of the Archives Division cheerfully renders every kind of service within its power to those who, like the editors of *The Adams Papers*, have occasion to consult the records and manuscripts in its custody.

A Friend of Mr. Putnam's

Usually it is possible to tell the contents of a film that has been made by the Library of Congress Photoduplication Laboratory by reading the "order form" always filmed as an early frame. This, however, is not invariably so, as the editor of the forthcoming *Guide to Photocopied Historical Materials* has discovered. At the American Antiquarian Society is a film of a body of manuscripts whose order form runs: "The man for whom this is being done is a friend of Mr. Putnam's. Don't charge him anything."

The sad result of this failure to include on the film the usual description of its contents was this: Three institutions, one holding the negative film, two others holding positives made from the negative, reported three differing descriptions of its contents to the *Guide*.

James Harold Easterby, 1898-1960

By W. EDWIN HEMPHILL

South Carolina Archives Department

JAMES HAROLD EASTERBY, a Fellow of the Society of American Archivists since 1958, died on December 29, 1960. For almost three months he had been on leave from his arduous duties as Director of the South Carolina Archives Department; but for only two weeks had his illness been considered critical.

Harold Easterby was a historian first, an archivist second. Few members of the Society have ever found these two careers more logically united, so beneficial mutually. As a historian, he demonstrated the instincts of an archivist; and when he became an archivist, he remained a historian. By living observantly and by learning both formally and informally, he became preeminent in his understanding of his native South Carolina's development. He was graduated from the College of Charleston in 1920, and in the same year he began to teach there. From 1923 until 1949 he was the college's professor of history, from 1937 also the director of its library. It spared his talents and industriousness only enough to enable him to earn graduate degrees—his Master's from Harvard, 1922; his Doctor's from Chicago, 1945. To these the College added the D. Litt. in 1960.

Meanwhile, the maturing historian had also been contributing to Clio's cause as author, bibliographer, and editor. He wrote the bicentennial history of the St. Andrew's Society of Charleston (1929), the sesquicentennial history of the College of Charleston (1935), and articles on South Carolina history for such publications as the *Dictionary of American Biography* and the *South Atlantic Quarterly*. He compiled a comprehensive *Guide to the Study and Reading of South Carolina History*; it consists of two volumes subtitled *Topical Lists* (1949) and *A General, Classified Bibliography* (1950). He edited the South Carolina Historical Association's annual *Proceedings*, 1931-33 and 1944-45; the South Carolina Historical Society's quarterly *Magazine*, 1941-48; *The South Carolina Rice Plantation . . .* (1945); and *Wadboo Barony . . .* (1952). A consistent characteristic plainly visible in these publications is their emphasis upon primary source materials. No Southern



JAMES HAROLD EASTERBY
1898-1960

scholar whom I have known dedicated his life more actively to the printing of basic documents as a prerequisite to the writing of authentic history.

That sense of mission was a chief factor that led the Charlestonian to Columbia in 1949. The basic documents that called him to the capital were governmental, scattered rather than fully assembled, rich indeed in content but largely unexplored. The State's archival agency had been making some progress through half a century as a Historical Commission, but the fact that it had never attained an annual budget as high as \$10,000 is one measure of the remaining need.

In his quiet, persuasive way Harold Easterby achieved revolutionary transformations. The agency became the State's Archives Department in name and in service. The official manuscripts given proper care were multiplied fully tenfold; so was the budget. Inventorying, microfilming, and laminating programs were adopted. Research workers began to discover treasures previously unavailable. And at last, in 1960, South Carolina's first building designed specifically for the preservation of the archives began to serve well both the records and the public. Had Dr. Easterby attempted in that year to bring up to date his description of "The Archives of South Carolina" in the July 1952 issue of this journal, his self-effacing modesty would have been strained severely.

Distinctive among this historian-archivist's policies was his continuing concern for the distribution of basic records in printed form. Few State archival agencies, if any, have shown equal vigor during the past decade—and doubtless none under equal handicaps—in their publication programs. One volume that Harold Easterby had planned appeared just a week before his death, although he did not know that; the texts of five more volumes were then in various stages of printer's proofs, two of them under his own editorship. He had himself placed the capstone in the arch of this program of documentary publication: his editing of the *Journal of the Commons House of Assembly, 1736-1747*, in seven volumes (1951-58), has been repeatedly acclaimed as a model. By his own public confession, that was the "favorite" work of an inspiring personality who befriended both history and archives. It remains as obviously a printed monument to a meticulous but gentle and beloved scholar as the new building constitutes unintentionally a physical monument to a useful and respected public servant.

Outrage on Language

These acts profess to be founded upon certain words of the Constitution. On this account it is important to consider these words with a certain degree of care. They are as follows:

"No person held to service or labor in one State, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor, but shall be delivered up on claim of the party to whom such service or labor may be due."—(Article 4, § 2.)

John Quincy Adams has already remarked that in this much debated clause the laws of grammar are violated in order to assert the claim of property in man, for the words "no person" are the noun with which the words "shall be delivered up" are the agreeing verb, and thus the grammatical interpretation actually forbids the rendition. It is on this jumble and muddle of words that a superstructure of wrong has been built. Even bad grammar may be disregarded, especially in behalf of human rights; but it is worthy of remark that, in this clause of the Constitution, an outrage on human rights was begun by an outrage on language.

—Report of the Senate Select Committee on Slavery and the Treatment of Freedmen, Feb. 29, 1864 (*S. Rept.* 24, 38th Cong., 1st sess.).

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Manuscripts of Science— Analysis and Description

By NATHAN REINGOLD *

Yale University

LET US make several assumptions at the outset. (1) Scientists will create and maintain bodies of manuscripts. (2) These manuscripts will eventually find their way to suitable depositories. (3) The depositories in turn will provide the National Union Catalog of Manuscript Collections with entries for these collections to enable scholars to locate promising bodies of source materials and obtain a general idea of their contents. (4) The scholar interested in pursuing research at a depository will have available a suitable array of guides, catalogs, inventories, registers, lists, and indexes to collections that will themselves be properly arranged.

Of the four assumptions, the first two are the least likely to be true now or in the near future. Otherwise, the Conference on Science Manuscripts would never have come into being. The third assumption, that concerning the National Union Catalog of Manuscript Collections, is subject to several reservations. First, not all institutions with manuscript collections are committed to furnish entries to the catalog. As the catalog grows, these organizations should come into the fold. Secondly, many manuscript sources for the history of science will be in the possession of scientific institutions whose managers are not likely to think of sending in entries or to receive invitations to do so unless a special effort is made to reach them. Furthermore, the Union Catalog operates at present under a practical limitation. Only personal papers of individuals and collections of records of institutions or other organizations in the possession of manuscript depositories are included. Specifically excluded at this time are the holdings of archival agencies, that is to say, the records of institutions retained and serviced by them or in

* Paper read at the Conference on Science Manuscripts, Washington, D. C., May 6, 1960. The author was formerly on the staff of the National Archives, where his work in analysis and description resulted notably in the compilation of the *Preliminary Inventory of the Records of the Coast and Geodetic Survey* (Washington, 1958). In 1959 he joined the staff of the Science and Technology Division of the Library of Congress, and in the fall of 1960 he took a leave of absence to become visiting senior research fellow in the department of history of science and medicine, Yale University.

a specific archival agency established or designated for the purpose. The Union Catalog does encourage the submission of entries for private papers and archival bodies in archival institutions where these records are not explicitly part of the main archival groups one would expect to find there. The complexity of private manuscript collections is so great that some such limitation is necessary at the start. But the permanent exclusion, for example, of such great bodies of source materials as the records of the Federal Government in the National Archives, the archives of the States, and the archives of the great industrial concerns would seriously hamper the development of the catalog as the central file of information on the major research materials in the United States. For my part I hope that the National Union Catalog of Manuscript Collections will eventually expand its scope to include archival collections. When the vast quantities of personal-paper collections are substantially covered by the catalog, policies concerning archival institutions will undoubtedly be reappraised.

The final assumption, which largely determines the scope of this paper, is of great importance but is frequently taken for granted or passed over with a few generalities. Obviously this conference wishes to promote not the preservation of collections as relics piled up on shelves but the preservation of manuscripts in ways facilitating use. The success of the National Union Catalog will depend to a great degree on the extent to which the manuscript custodians have successfully arranged, described, and analyzed their collections.

Except for passing references later on, I shall not speak about the arrangement of manuscripts in collections. The importance of proper arrangement is self-evident. What I propose to talk about is the existing policies and practices governing the preparation of analyses and descriptions of manuscripts and what the ideal practices and policies might be.

Discussion of present policies and practices is somewhat difficult. There is no clearcut policy governing the treatment of manuscripts in all depositories, but rather a confused pattern of old viewpoints cheek by jowl with new approaches. In actual practice there is an appalling lack of uniformity. Here the standards of the National Union Catalog and the procedures of the archival profession give hope of greater standardization. What follows, then, is a broad and impressionistic generalization rather than a statistically accurate picture of the present situation.

When the modern historical profession emerged in the nineteenth century, there developed a great emphasis on the use of

documentary sources. Since the focus of interest was then on the medieval and early modern period, the profession was concerned with bodies of manuscripts that are small compared to modern collections. Whenever possible, these records, being relatively few and therefore relatively more valuable, were published in full. If publication in full was not possible, the preferred treatment was calendaring—abstracts arranged in chronological order. Next in terms of desirability was the preparation of item-by-item lists, catalogs, and indexes, sometimes with attempts at abstracting the contents of each item. Common to all three approaches is that each manuscript is somehow treated individually. Professional librarianship not only led to the individual document approach but added the paraphernalia of modern cataloging with cross-references, “added entries,” etc.

But as more recent bodies of manuscripts came into the hands of custodians, attempts at item-by-item treatment became increasingly difficult and were more and more set aside in favor of simply keeping on top of the influx of voluminous collections. The making of cards or lists with indications of subject content was dropped in favor of name indexes. Name indexes, in turn, became increasingly uncommon and the larger institutions began to rely on the general entry for an entire collection, modeled on the item entry.

Here the practices of the archival profession, especially in the National Archives, were influential; for archival bodies are usually very voluminous and complex. The National Archives, consequently, developed a form of treatment of records modeled not on the library-oriented entry but on the practices of European archivists. At the present time, where manuscript custodians face large and complex collections, they tend to analyze and describe them in archival or quasi-archival terms. That is to say, a collection is divided into its component series, and each series is described in physical terms (kind of documents, inclusive dates, quantity, etc.), with varying degrees of attempted analysis of contents. Most frequently, historical societies and libraries analyze collections in terms of names of correspondents with little or no reference to other kinds of subjects. In the National Archives, in contrast, entries rarely use personal names but as a rule show details of organization and of function.

In American institutions having manuscript collections one is likely to find one or more of the following situations. (1) Part of the collection was treated in the past on an item-by-item basis. (2) Individual items coming in as such are still separately treated. (3) Special prized collections are treated on a paper-by-paper basis, as

in the presidential papers project in the Library of Congress. (4) Collections are described in general entries influenced by library practices with a minimum of subject treatment. (5) Collections, especially the larger ones, are archivally described in inventories, registers, and the like, with emphasis on their physical features.

An interesting question is the optimum and maximum numbers of items permitting item-by-item treatment. Mere quantity is not a sufficient criterion since the complexity of the collection is also involved. A simple, large collection (simple in terms of kinds of manuscripts and contents) is easier to handle than a small, variegated body of manuscripts. Since no careful operational studies exist, I shall rely on my impressions and observations of various collections and some crude calculations based upon present practices, under the assumption that no technological revolution will alter the situation radically. Disregarding the matter of complexity, the question has two aspects: the size of the total holdings of an institution and the size of a single collection. As to the former, the experience of the American Philosophical Society, which specializes in manuscripts relating to science, is illuminating. The society is one of the last institutions committed to having a catalog card for each item. But not all of the nearly 200,000 manuscripts in the library are so treated. The society's own archives are so treated only through 1888; several large, modern collections are represented in the catalog by one general card each; and for some collections the catalog cards give little or no subject information and are closer to the index card than the catalog entry. Total manuscript holdings of 100,000 to 200,000 pieces probably represent the upper limiting range for item-by-item treatment. Only by tolerance of huge backlogs or by the use of crash programs could a depository embark on item-by-item treatment of larger quantities.

As to single collections, if we assume that no crash programs are started, the situation is something like this. Within the normal budgetary restraints a collection of up to a thousand items could be given item-by-item treatment. For collections between 1,000 and 10,000 items, the depository could embark on a cataloging program, but only with great difficulty and with a tendency to limit the treatment to names and dates only. Over the 10,000 mark, cataloging or quasi-cataloging is impractical unless funds for a crash program are raised.

But many institutions with less than 100,000 manuscripts and with collections of fewer than 1,000 pieces each have long since given up attempts at describing each item, except where an item

stands alone and not as part of a collection. The norm is the description of a collection as a unit for at least three reasons: (1) manuscript depositories lack the funds needed for item-by-item treatment; (2) the size of the total holdings and the number of large, complex collections are increasing as more modern papers are accessioned; and (3) since not every manuscript in a collection is equally valuable, it would be unwise to expend limited funds on all of them. Here the crucial observation is that some documents are important not in themselves but in their cumulative contribution to the whole.

We can state the problem of describing and analyzing modern bodies of manuscripts as follows: Since it is not practical or always desirable to have item-by-item treatment, how can we describe large bodies of manuscripts in the mass and still give adequate information or sense of the particular? As collections become bigger and more complex, the intellectual squeezing of an enormous body of manuscripts onto a 3"x5" card or the summation of a series comprising several hundred linear feet into a series entry of a few lines is less and less useful to scholars. As a practical matter, they either turn to unpublished, more detailed lists and similar aids that may exist for some collections or they are forced to plow through a mass of manuscripts to find that few or none are pertinent.

Any general policy governing our approach to manuscripts and their analysis must start from a conception of the nature of the source materials and of the intellectual operations performed upon them. At any given moment in history, such as the present, we can postulate an ideal distribution of information. Some information is in print, some in manuscript, still other in the form of artifacts; and a considerable body of information is solely within the minds of individuals. In time much of this information is lost. The surviving printed works are in libraries, the artifacts go to museums, and, if we are lucky, some oral traditions transmit information in human minds. Manuscript material is important because it is in character midway between the unrecorded mental knowledge and the more public knowledge of print and artifacts. Manuscript material is important because, at best, it is created in the heat of the event or very soon afterwards.

A historian facing his sources (books, artifacts, manuscripts, and oral tradition) does not recreate the past. That is an impossibility. What he *faces* is an abstract of the past and often an abstract of only a fragment of the past. What he *does* is to deduce the relationship of his abstract to the entire past he is investigating. To some

extent what occurs is similar to the work of the archeologist or the historical geologist. Each bit of source material and each collection for a given period or topic must be identified, their relationships clarified, and their place in the particular layer or stratum carefully noted and analyzed. From the surviving fragments one deduces the nature of a past culture or geological era. If manuscripts (or pre-historic artifacts) are removed from their place of discovery and split up without careful identifying marks, the deduction of the whole is much more difficult.

Collections are therefore ideally maintained as entities, their place of discovery and how they reached that location are noted if possible, and their general features are carefully determined. Of these the most important are names and dates. By names I mean two things: the name of the collection as a whole and the names that occur within the collection, let us say as correspondents. But names of collections need not concern us, though styles vary considerably. Most libraries and historical societies emphasize names in descriptions, apparently under the assumption that thus they are largely discharging their obligations to provide subject information. Dates given are usually the inclusive dates.

The importance of names and dates to the analysis of the historian is that they provide fixed points, as it were, from which to start investigations. (Here I refer to names of corporate entities as well as natural persons.) They are the "statics" of the historian's system. They are also the easiest information to provide, especially in the age of the typewriter. Provided that funds are forthcoming, I see no reason why the names and dates cannot be handled by nonprofessionals and perhaps coded on punchcards to produce lists and indexes. If a more general treatment of dates is required, as in a general catalog entry or a series entry, the problem is to indicate the inclusive dates *and* the especially rich periods or the gaps. A general treatment of names in a collection or series involves indicating *all* important correspondents whose documents appear frequently. We can adopt a convention of listing all individual names if a minimum number of items is present and any other *known* items for significant persons. Obviously, the larger the body of manuscripts, the less the probability of spotting and mentioning any one important document.

Once the statics of the collection are taken care of, we can turn to the "dynamics," the subject other than names that determine why and how a particular manuscript came into existence at a given time and place and what role that manuscript played in time. I am well aware that many librarians and archivists will regard my attitude

towards names and dates as a cavalier dismissal. Yet all too often a description of manuscripts will simply list a few names and engage in such begging descriptions as, say, that papers of an organic chemist relate to organic chemistry or that papers of the head of a university science department relate to the administration of that department. What is needed is concrete content information, extracted and presented systematically. Unlike the listing of names and dates, this is not a task to be delegated to the subprofessional, nor is it at present amenable to any significant mechanization. Until we can have machines to read and critically summarize manuscripts, we must pick up papers in our hands, master their contents, and write descriptions.

What I envision as a possible procedure is this. A particular body of records is first described in terms of its physical attributes and in generalities as to contents, according to our present practice. Depending upon the nature of the collection, we next select a portion or portions as samples and describe in great detail the contents of all documents in the sample. The samples, obviously, must be representative of the whole and their nature must be clearly specified. In a chronologically arranged body of manuscripts we might select three years (early, middle, and late); in an alphabetically arranged collection we could take any letter or letters in the alphabet; or in either of these we might simply take a random sample such as every hundredth document or folder.

The possible merit of this procedure is that the description will not be of those subjects that are of interest to the describer or that strike his eye during the examination of the records. But this merit is lost if our describer uses contemporary terms that slant his entries. So far as possible the detailed descriptions of the samples should use the terms employed in the documents themselves. To complete our description of the series we can next note the names of correspondents present at or above the minimum frequency and any known unique items or features of the body of records. The result can be described as a beefed-up series entry or an attenuated calendar.

The procedure outlined above does not obviate the need for more general descriptions, nor does it preclude the preparation of item-by-item descriptions for particular collections suitable for that expensive treatment. An institution that prepares inventories or registers may elect to use the proposed procedure only on large, complex series of special importance.

To return to our original assumptions: If all collections are in suitable institutions and are so described, we can arrange all the entries in such a manner as to approximate an abstract of the entire

period covered. This, while valuable, would not eliminate the need for two further steps. First, similar terms in the sample descriptions could be gathered and subsumed under general terms current today to produce something like a thesaurus. Someone interested in organic chemistry, for example, could check all the terms appearing under that or related designation to get leads to possible source collections. Similarly, all the entries for collections with descriptive terms falling under organic chemistry can be published separately as a guide to the sources for the history of that field. Or since they are abstracts of abstracts, these entries will also serve as the starting point for a more detailed guide. One great virtue of any system of analysis and description is the opportunity afforded for the preparation of subject guides. This conference might very well consider the possibility of sponsoring a guide or guides to all known collections of manuscripts relating to the history of science.

All of this is quite theoretical in view of the general low level of support for libraries, archives, and historical societies in the light of the great quantities of manuscript material awaiting description. Where possible, I hope that graduate students and scholars using manuscripts will write descriptions of these in their "Notes on Sources" as an aid to the manuscript custodians. Nor is my proposed procedure advanced as a panacea. It is, however, one possible approach to the solution of a most difficult problem. What is needed badly in the manuscripts field is some bold but hardheaded experimentation in new techniques to supplement and replace traditional ways that derive from a far different situation.

Since the item-by-item treatment has died without issue the need for such experimentation has become acute. For records of the past, relative scarcity made the item-by-item treatment appear worth while. The great mass of modern records precludes item-by-item treatment but does not obviate the need for careful, successful mass descriptions. Modern records, if not properly identified and described, will simply become a bulky albatross around the historian's neck. Research in the history of modern science requires that the scholar have a fair chance to find all possible sources and to select from the many bodies of records those that are most pertinent to a well conceived and designed research task. Beyond the needs of the historian there is another compelling reason for extensive and intensive analysis and description of manuscript sources for the history of science. Our period is one of the great eras in the history of science and in the significance of science for other aspects of our culture. Our achievements put us under obligation to preserve in usable form the primary sources of this notable chapter of man's quest for knowledge and control of his environment.

The Dating of Documents

By HELEN L. CHATFIELD*

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IN THE arrangement and description of archives one of the most important items of description of a document is its date.

In working with records the modern archivist often comes upon documents that have no date or are incompletely or erroneously dated. For example, memoranda and informal minutes of meetings all too often are dated with the day of the week and the month but not the year; and some documents dated early in a new year carry over the date of the previous year—slaves of habit that we are! Because it is important for the archivist to know the date of a document, even if it is only approximate, any timesaving device for aiding him in this research should be a welcome addition to his working tools. To this end the following information about the calendar and the dating of documents has been brought together from various sources.

In most of the civilized world today time is reckoned by the Gregorian Calendar. Pope Gregory XIII in 1582, finding that the prevailing Julian Calendar was getting farther and farther behind the solar year, corrected it by dropping out ten days and providing that the centesimal years should be leap years only when divisible by 400. He also changed the date of the beginning of the year from March 25, which had been in effect for over a thousand years, to January 1. This change was initiated in 1582 on October 5 of the Julian Calendar by designating that day October 15 of the Gregorian Calendar.¹

England and the English colonies in America continued to use the Julian Calendar until 1752, when they adopted the Gregorian Calendar by designating September 3 of the Julian Calendar as September 14 of the new calendar. At the same time, January 1 was made the beginning of the year. In dating the documents of

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¹ An interesting story about the evolution of the calendar is given in Harrison J. Cowan, *Time and Its Measurement From the Stone Age to the Nuclear Age*, chapter 3 (Cleveland, 1958).

the period, the difference in the calendars was indicated by adding "O.S." (Old Style) to Julian Calendar dates and "N.S." (New Style) to Gregorian Calendar dates. When a date was given in both calendars, it was usually written in the style "September 3/14, 1752." The change in the date of the new year added a complication to dates between January 1 and March 24, as these dates in the Julian Calendar belonged to the old year. About 1670, such dates began to be written in the style "February 24, 1732/33," or "13 January, 1786-87," and toward the close of the seventeenth century it became customary to consider January 1 as the beginning of the year. For example, George Washington's birthday is recorded in the Washington family Bible² in the style "Feb. 11, 1731/32" and is referred to in the article on George Washington in the 1946 edition of the *Encyclopædia Britannica* in the style "Feb. 22 (old style Feb. 11), 1732."³

Based on the Gregorian Calendar, the following formula has been devised for finding the day of the week for any given date from 1753 to 2299:⁴

(1) Take the last two figures for the year date and add one quarter of the number formed by them, ignoring the remainder.

(2) If the first two figures of the year date are 17, add 4; 18, add 2; 19, add 0; 20, add 6; 21, add 4; 22, add 2.

(3) If the month is April or July, add 0; January or October, add 1, or in leap year for January, add 0; May, add 2; August, add 3; February, March, or November, add 4, or in leap year, for February, add 3; June, add 5; September or December, add 6.

(4) Add the day of the month.

(5) Divide the sum of (1) to (4) by 7, and the remainder will indicate the day of the week, Sunday being the first day. If there is no remainder, the day is Saturday.

A more useful timesaving device for answering many questions concerning dates is the accompanying perpetual calendar based on the Gregorian Calendar for the years 1753 to 2000. In this calendar, leap years are italicized, and the months of January and February each appear at the head of two columns, the ones to be used for leap years being italicized. To illustrate the use of this calendar:

² Reproduced as the frontispiece in Douglas Southall Freeman, *George Washington, a Biography*, vol. 1 (New York, 1948).

³ More detailed information about the dating of early documents and more recent international documents may be found in the *Harvard Guide to American History*, sec. 30, p. 91-95 (Cambridge, 1954).

⁴ By permission of the publishers, this information is taken from *Webster's New International Dictionary*, second edition, copyright 1959 by G. and C. Merriam Co., Publishers of the Merriam-Webster Dictionaries.

Days of the month					Jan. Oct.	Jan. April July	Sept. Dec.	June	Feb. March Nov.	Feb. Aug.	May	Days of the week
1	8	15	22	29	a	b	c	d	e	f	g	Monday
2	9	16	23	30	g	a	b	c	d	e	f	Tuesday
3	10	17	24	31	f	g	a	b	c	d	e	Wednesday
4	11	18	25		e	f	g	a	b	c	d	Thursday
5	12	19	26		d	e	f	g	a	b	c	Friday
6	13	20	27		c	d	e	f	g	a	b	Saturday
7	14	21	28		b	c	d	e	f	g	a	Sunday
18th Century from 1753					1753	1754	1755		1756	1757	1758	
					1759		1760	1761	1762	1763		
					1764	1765	1766	1767		1768	1769	
					1770	1771		1772	1773	1774	1775	
						1776	1777	1778	1779		1780	
					1781	1782	1783		1784	1785	1786	
					1787		1788	1789	1790	1791		
					1792	1793		1795		1796	1797	
					1798	1799	1800					
19th Century								1801	1802	1803		
					1804	1805	1806	1807		1808	1809	
					1810	1811		1812	1813	1814	1815	
						1816	1817	1818	1819		1820	
					1821	1822	1823		1824	1825	1826	
					1827		1828	1829	1830			
					1832	1833	1834	1835		1836	1837	
					1838	1839		1840	1841	1842	1843	
						1844	1845	1846	1847		1848	
					1849	1850	1851		1852	1853	1854	
					1855		1856	1857	1858	1859		
					1860	1861	1862	1863		1864	1865	
					1866	1867		1868	1869	1870	1871	
						1872	1873	1874	1875		1876	
					1877	1878	1879		1880	1881	1882	
					1883		1884	1885	1886	1887		
					1888	1889	1890	1891		1892	1893	
					1894	1895		1896	1897	1898	1899	
					1900							
20th Century						1901	1902	1903		1904	1905	
					1906	1907		1908	1909	1910	1911	
						1912	1913	1914	1915		1916	
					1917	1918	1919		1920	1921	1922	
					1923		1924	1925	1926	1927		
					1928	1929	1930	1931		1932	1933	
					1934	1935		1936	1937	1938	1939	
						1940	1941	1942	1943		1944	
					1945	1946	1947		1948	1949	1950	
					1951		1952	1953	1954	1955		
					1956	1957	1958	1959		1960	1961	
					1962	1963		1964	1965	1966	1967	
						1968	1969	1970			1972	
					1973	1974	1975		1976	1977	1978	
					1979		1980	1981	1982	1983		
					1984	1985	1986	1987		1988	1989	
					1990	1991		1992	1993	1994	1995	
						1996	1997	1998	1999		2000	

(1) *To find the year when the day of the month and the week is given, say Friday, April 16:* In the small-letter table at the top of the calendar, find the letter that lies at the conjunction of the column under "April" and the line running horizontally to the right from "16" in the day-of-the-month table at the left. That letter is "a." Then in the line running horizontally to the left of "Friday" in the day-of-the-week table at the right, locate the column in which "a" appears. In this column will be found the appropriate year date.

(2) *To find the day of the week for any given date, say March 12, 1917:* Proceed as above to locate the small letter representing March 12. It is "a" in the fifth small-letter column from the left. Then locate the column in which "1917" is listed. It is the first column from the left. At the top of this column find the letter "a." Follow the "a" horizontally to the right and you will come to "Monday" in the day-of-the-week table. March 12, 1917, fell on a Monday.

Someone Pinched It

. . . The original [surrender document signed by the Germans on May 4, 1945] is typed on an ordinary sheet of army foolscap. I was asked to forward it to Supreme Headquarters. Instead I sent photostatic copies. The original is in my possession and I will never part with it; it is a historic document. I do not know what happened to the pen we all used; I suppose someone pinched it.

— *The Memoirs of Field-Marshal the Viscount Montgomery of Alamein, K. G.*, p. 303 (World Publishing Co., Cleveland, Ohio). Quoted by permission of the publisher.

This Great and Complex Government

Now, what I do believe is this: there have been often in this great and complex Government studies made one place, buried in the shelves, go into the dusty archives, and no one ever hears about them; and then someone gets an idea—say I get an idea and I want a study, and so I start a completely new one.

— Dwight D. Eisenhower, News Conference of October 21, 1953, in *Public Papers of the Presidents of the United States; Dwight D. Eisenhower, 1953*, p. 702 (Washington, 1960).

Abstrusity

Diary kept since January 1, 1898. Is this a record?

— Personal column of the *Times* (London), June 16, 1960, as reported by UPI.

What Are Archives?

By ARTHUR H. LEAVITT *

Fairfax, Virginia

THE Dutch archivists, Muller, Feith, and Fruin, defined archives as "written documents, drawings, and printed matter, officially received or produced by an administrative body or one of its officials, at least in so far as these documents were intended to remain in the custody of that body or that official." Jenkinson, the English archivist, gives the following definition in his *Manual of Archive Administration*: "A document which may be said to belong to the class of Archives is one which was drawn up or used in the course of an administrative or executive transaction (whether public or private) of which itself formed a part; and subsequently preserved in their own custody for their own information by the person or persons responsible for that transaction and their legitimate successors." On the National Archives Building in Washington, archives are variously defined as "The Records of our National Life," "The Heritage of the Past," and "The Chronicles of Those Who Conceived and Built the Structure of our Nation."

The Greeks had (and still have) a word (ἀρχή) which means "the beginning." Ἐν ἀρχῇ ἦν ὁ λόγος—In the beginning was the Word. From this first meaning of "beginning" or "first cause," many other related meanings developed, as frequently happens with words. From "first cause," ἀρχή came to mean "the first place," "power," "sovereignty"; then "empire" or "realm"; later in a more restricted sense "a magistracy" or "office" in the government; afterwards in the plural "the magistrates" or "the authorities"; and finally, in the collective sense, "the government."

From the old Indo-European root APX, which also appears in the Sanskrit and other languages, the Greek lexicon of Liddell and Scott gives more than 160 derivatives and compounds, all possessing the connotation of age or of first place through age. In Athens the archons were the chief magistrates; they were not only the first in power, but, as in many other countries, they were also "the elders." They were the ancient men. In Greece today a peasant woman will not use the adjective ἀρχαῖος if she wants to say that her clothes are old; but if you quote an old saying or proverb she will say that it is ἀρχαῖος.

Among the many words developed from that old word ἀρχή were two adjectives, ἀρχαῖος and ἀρχεῖος. The first of these continued for the most part to be an adjective and meant "ancient," "primeval," "old," as it does today.

The other adjective, ἀρχεῖος, started from ἀρχή in the latter's meaning of

* The author retired in 1951 after 16 years as a member of the staff of the National Archives. He is well known for his translation of the second edition of the *Manual for the Arrangement and Description of Archives* by the Dutch archivists, Muller, Feith, and Fruin (New York, 1940). The *American Archivist* is privileged to have Mr. Leavitt's permission to publish this paper, which, although written in 1938, has been available in typescript only.

"first place," "power," "office," "government," and meant the "official" or "governmental" place. The neuter form of the adjective, ἀρχεῖον, came to be used as a noun and naturally meant "the residence or office of the chief magistrate," "the senate-house," and in small localities "the townhall." In the plural the word came to be used for "the public records" kept in the senate-house or the townhall, and here we have our word "archives"—public records kept in the senate-house or other magistrate's office.

The Romans made little use of the Greek word ἀρχεῖον and apparently were not familiar with it until after the classic age. They used *tabulae* and its diminutive *tabellae* for the boards, tables, or tablets on which they wrote and also for what was written; *tabulae (publicae)* was the ordinary expression for official state records. *Acta Senatus* meant the records of the Senate. *Litterae*, literally "letters," was also used for written records. *Annales* meant "annals," "chronicles," "history." *Tabularium* was used both for record office and for archives. *Tabulinum* (or *tablinum*) was ordinarily used for a family record room or muniment room, but also less commonly meant "archives."

At a later period the Romans began to use the word *archium*, taken from the Greek ἀρχεῖον. Parenthetically, it may be observed that they pronounced it not as we are taught in school to pronounce ancient Greek but as the Greeks pronounce it today—"ei" not as in "eight" but as in "receive." The Romans spelled the word with a long "i" and accented the syllable as the Greeks had done, and as do all modern languages except the English. They somehow had a tendency to begin the vowel "u" with a consonantal sound, which explains the introduction of the letter "v" into their word and its presence in our word "archives" today.

Thus we have traced the development of the word "archives" from its earliest beginnings. In recent years there has been some discussion among archivists as to whether the idea of age enters into archives. Jenkinson, in a paragraph under the heading "When Documents become Archives" on page 8 of his *Manual*, makes the statement that "Perhaps on account of a false derivation the test of Archive quality has been generally taken to be that of age," and adds that "The Greek word is ἀρχεῖον not ἀρχαῖον." We have shown that these two words are essentially the same and that, although in the course of time their development diverged and led to different applications, the idea of age is implicit in both of them. It is difficult to see how Jenkinson came to base his argument against age as a criterion of archive quality so largely on this apparent and superficial difference between two words which are intrinsically the same; it seems still more strange that in the second edition of his book, written 16 years after the first, the same passage is found.

Modern archivists dealing mainly with government records tend to stress the archival character of *all* official records produced or received by an administrative office in the course of its business, and thus to minimize or overlook altogether consideration of the age of the records. Both the Dutch and English archivists, however, bring into their definitions the idea of preservation. This, of course, has the connotation of age. Things that have been kept have acquired the quality of age to a greater or lesser extent. The question really is that put

by Jenkinson: When do documents become archives? Perhaps the best possible answer is the one he gives: "the point at which, having ceased to be in current use, they are definitely set aside for preservation, tacitly adjudged worthy of being kept." I would merely add that this setting aside may either take place in the agency of origin or be brought about by transfer to the permanent archival depository.

The words "tacitly adjudged worthy of being kept," just quoted from Jenkinson, bring an additional thought into our conception of archives—that of worth or value. This introduces a complication because, if it is true that only records worthy of being kept are archives, the weeding out of useless papers should be done during the period when they are in current use and prior to their being set aside for preservation. Otherwise, we are faced later with the anomaly of destroying records which have attained the status of archives and which, according to our definition, have been adjudged worthy of being kept. I believe that age does rightly enter into the conception of archives and that eventually a method for the disposition of "useless papers" before they become archives should be worked out. At present it is doubtless true that many records have been set aside for preservation, either in the agencies of origin or in the permanent archival depositories, without due consideration of their archival character.

In attempting to trace the use of the word "archives" in the English language through the centuries, one meets with disappointment at discovering how comparatively rare it has been. One looks for it in vain in Chaucer, Shakespeare, Milton, and the Bible. In historical and other prose writings, the Oxford Dictionary apparently finds examples of its use by very few of the best-known authors. Samuel Johnson handles it rather gingerly, defining it as "the places where records or ancient writings are kept." He derives it from the Latin plural and says that it has no singular form in English. Charles Lamb, however, half a century later in his essay "Oxford in the Vacation," speaks of "G. D.—whom, by the way, I found busy as a moth over some rotten archive, rummaged out of some seldom-explored press, in a nook at Oriel." De Quincey in more recondite phraseology penned the following: "the vellum palimpsest lying amongst the other diplomata of human archives or libraries."

Our American historians of the nineteenth century used the word "archives," but only, so far as I have observed, in the plural. Prescott speaks of "the Archives of Simancas, which have held the secrets of the Spanish monarchy hermetically sealed for ages" and "the ancient Archives of Simancas, within whose hallowed precincts . . ." In these two passages (in which the word "Archives" is capitalized) he was obviously thinking of the place, although the thought of the place and the contents can hardly be separated. He also speaks of "the family archives of the marquis of Santa Cruz," "the archives of Medina Sidonia," and "the archives of the house of Alva." Motley also speaks of "the Archives of Simancas" and of "family and private archives." Parkman also uses the word "archives" in the sense of records, and Fiske speaks of "European archives, public and private."

In summary, I would say that the word "archives" has been relatively little

used, not because it did not exist, but because the concept of archives or records as such has been so little in men's thoughts. Not only is the word "archives" absent from the Bible and other such storehouses of English usage, but also the word "records" in the same sense is equally absent. Notwithstanding its limited use, however, the word "archives" has come down in the common heritage of the English language as meaning both the place where records are kept and the records themselves; and implicit in the word is the combined concept of age and worth.

As a definition of archives, intended to cover only public records, I would tentatively suggest the following: *Archives are old documents, whether written, printed, or otherwise inscribed, which were officially received or produced by a government body or official in the performance of official duty, and which were afterwards set aside for preservation, having been tacitly or by positive decision adjudged worthy of being kept.*

All definitions should be written, or at least read, with a sense of humor; they should be taken only as approximations to the truth, and as subject to exceptions. Objection may be made to the limitation of "archives" to "old" documents. I would agree that a document such as the Declaration of Independence became an archive immediately after it was written and signed, as the thought of its value to posterity and the intention of preserving it were doubtless in the framers' minds from the beginning. But this of course would not be true of a great mass of the records produced from day to day. In general, they must acquire a certain venerability before they can be deemed worthy of the name and status of archives. In this matter of the meaning of words, I think that sometimes the peasant is more discerning than the scholar, and that what we inscribe on our public buildings may be nearer the truth than what we print in our textbooks.

Appalling to Contemplate

. . . An historical society such as ours acts, it is to be remembered, in two ways, performs two functions,—it is a recognized receptacle, a repository, and also an agency of publication. As a repository it, too, must specialize, differentiate. The accumulation of historical matter, it is to be remembered, progresses with ever-increasing rapidity. The word is a strong one, but to me the future is in this respect appalling to contemplate. We are to be bankrupted by our possessions. . . . The progression has been, and is, geometric. At the same rate the accumulation of the twentieth century defies computation in advance,—it will altogether defy any nice classification or exhaustive cataloguing. The problem of the future, therefore, is not accumulation; that is provided for. It will go on surely, and only too fast. The question of the future, so far as the material of history is concerned, relates to getting at what has been accumulated,—the ready extraction of the marrow. In other words, it is a problem of differentiation, selection, arrangement, indexing and cataloguing. . . .

— Address of President Charles Francis Adams at the annual meeting of the Massachusetts Historical Society, Apr. 13, 1899, in the Society's *Proceedings*, 2d ser., 13:115 (Boston, 1900).

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Mélanges offerts par ses confrères étrangers à Charles Braibant, Directeur Général des Archives de France, Président d'honneur du Conseil International des Archives. (Bruxelles, Comité des Mélanges Braibant, [Archives Générales du Royaume, 78, Galerie Ravenstein], 1959. xx, 579 p., illus. 300 fr.)

This volume is indeed a monument worthy of the great scholar and archivist to whom it is dedicated. As Director General of the French Archives, Charles Braibant has exercised a profound influence on recent archival developments, French as well as European. Internally he has succeeded in restoring the French archives to the place of prominence they occupied during the Revolution and under Napoleon, emphasizing for that purpose the services they can render to the administration without neglecting their cultural mission. As a result, appropriations have been increased, a surprisingly large number of modern buildings have been erected, and the facilities of the National Archives have been expanded, modernized, and beautified. Equally significant is the role that, under Braibant's leadership, France has come to play in the international field—as evidenced by the international archival training course in Paris and by the Braibant-inspired *Table Ronde des Archives*, annual gathering of the heads of European archival administrations.

In recognition of Braibant's outstanding service to the profession, a committee created during the fifth *Table Ronde des Archives* and consisting of Messrs. Altman (Poland), Sandri (Italy), and Sabbe (Belgium) has planned this volume in his honor. It contains 54 articles contributed by heads of archival institutions outside France and by former members of the international training course. One notes with regret that the Western Hemisphere is not represented, and it is certainly surprising that only 2 Americans are listed among the 93 archivists who subscribed to the publication.

On the basis of their subjects, the articles in the volume might be grouped as follows: 6 articles deal with problems of the auxiliary sciences of history, 16 describe and analyze individual *fonds* of particular interest, and 2 might be classified as dealing with the genesis and management of current records. Most of the contributions are concerned with aspects and phases of archival administration, such as the history of archival agencies, their organization and operation in various countries, the philosophy and techniques of disposal, the training of the archivist and the nature of his task, the housing and preservation of archival material, and reference service, including the publication of documents and the organization of exhibits.

In this review, articles on individual *fonds* and on the auxiliary sciences will be bypassed, except that attention should be called to Peter Walne's

valuable discussion of the "great seals deputed of the British Colonies" on the North American continent; and even of the articles dealing with records management and archives administration only some of outstanding and general interest will be mentioned. The literature of records management is significantly enriched by Johannes Papritz' analysis of the motives underlying the genesis of records, indispensable, as he points out, for an understanding of their various types and a welcome foray into the psychology of record creation. To the related field of record disposition Ingvar Andersson, Director of the Swedish National Archives, and Georg Winter, formerly Director of the Federal Archives in Koblenz, contribute revealingly from the experience of their respective countries, which confirms the conclusions that we have reached in the United States. In the absence of an English translation, the resumé (in French) of the new Soviet Archives Law of 1958 by G. Belov, Director General of the Archives of the USSR, is required reading for those interested in the Soviet concept of the single undivided archives *fonds* and its practical consequences. Where this concept is accepted, "documents belong to the creator agency in the administrative sense, but they belong to it only temporarily until the time established for their transfer to the State Archives" has arrived. Archival developments in Rumania, Czechoslovakia, and Hungary are discussed by the archival heads of the respective countries and show the impact of the Soviet approach to archival administration. Salvatore Carbone, of the newly established Central State Archives in Rome, investigates the problem of organizing the holdings of a national archival establishment, while Sir David Evans, Keeper of Public Records, describes what he calls a "period of transition" in the history of the Public Record Office by summing up the changes stemming from the 1954 report of the Grigg Committee. As regards actual operations of a major archival agency, Helmut Lötze recommends increased acceptance of planning and teamwork in the processing of modern records, as practiced in the Central Archives of the German Democratic Republic, of which he is the Director.

These articles and the many others that cannot be mentioned contain a wealth of interesting information. They also show that the exchange of opinions among archivists tends to prove increasingly profitable as the material in their custody becomes more standardized and hence more amenable to the application of identical or similar viewpoints and techniques.

ERNST POSNER

American University

FINDING AIDS

A Guide to the Microfilm of Papers Relating to New Mexico Land Grants, by Albert James Diaz. (University of New Mexico Publications, Library Series, no. 1; Albuquerque, University of New Mexico Press, 1960. vii, 102 p. \$1.75.)

Much of the early history of our Southwest is bound up in the story of Spanish and Mexican land grants in the area; and a knowledge of them as background is essential to understanding that land and its life today. The

adjudication of these complicated grants is a notable chapter in our legal history, and their actual demarcation on the face of the land was a major achievement of the General Land Office. Most of the basic records relating to these grants came to rest in the Santa Fe offices of the former General Land Office, where they have not been easily available to scholars.

In 1955 arrangements were completed between Eastburn Smith, supervisor of the Santa Fe office of the Bureau of Land Management, and David O. Kelley, librarian of the University of New Mexico, whereby these records were taken to the university library in Albuquerque and filmed on 66 reels of microfilm, after which the records were returned to the custody of the Bureau's Santa Fe office.

The work was not so simple as this may appear. No microfilming job ever turns out to be simple when properly planned and executed. The records as received first had to be analyzed and identified, and their natural groupings, series, and order within series had to be determined. As gaps appeared, the editor had to look for the missing records or for explanations of their absence.

Numerous existing inventories, registers, and indexes had to be studied to determine their relationships and how their usefulness would be affected when they and the records indexed were both on film. It was then necessary to determine the most logical order to be given these natural units and set up an overall arrangement. Before being filmed each series had to be checked to correct obvious misplacements and disorder and to flag and explain gaps and irregularities when possible. Finally, an effort had to be made in an overall guide to pass on to the user the knowledge gained in doing these things. Such an undertaking can be done so well that the scholar is assisted immeasurably in understanding and using his material, and it can be done so poorly that he is led into confusion and despair. In this case the reviewer, who has checked much of the film against the original records, feels that the University of New Mexico deserves much credit both for the editorial handling of the film and for the technical quality of the filming itself.

The *Guide* before us for review represents the final step in the university library's undertaking and is the key that unlocks the whole chest of source materials for the user. It consists primarily of an "Introduction" and four indexes to the private land claims, the first an alphabetic index by claimant, the second a list of the cases by report numbers, the third a list by the registry numbers assigned by the U. S. Surveyor General, which became the file numbers for the case records of his office, and the fourth a list by case or docket numbers of cases adjudicated by the U. S. Court of Private Land Claims. Thus one can approach the records of any individual grant from almost any direction, except the geographical one. There follow (1) a "Checklist of Muniments of Title of the Baron of Arizona (Peralta-Reavis)," a notorious case about which many inquiries probably will be received, (2) a reel-by-reel listing of materials microfilmed (which, more logically, should have been near the beginning, following the description of the arrangement of the papers), and (3) an extensive and very valuable bibliography on the private land grants, including the many documents in the congressional serial set and many elusive secondary works.

The main criticism of the *Guide* is the inadequacy of the brief introduction. It is assumed apparently that the user will know the complicated history of these grants or will first inform himself. This may be true, but there still are many basic facts and dates and names involved, which should be readily available in outline form for reference if this is to be a fully useful handbook for the researcher. One finds an all too brief mention in a single sentence of the four major categories of papers present. Each of these categories should have been explained in a paragraph or page. The reader is given no clear picture of the work of the several offices of provenance or the nature of the records produced by each. He is given no adequate history of the records themselves and how they came together. He is not told that the records relate to grants in Arizona and Colorado also, nor is the relationship of material here to that of similar character in Arizona explained. The user is not told of the relationships of these records to those in the National Archives or in the Federal courts. The historical and geographical importance of the papers is nowhere spelled out, which means that the *Guide* will not be so effective as it should be in stimulating interest in these papers. Many needed suggestions and warnings in using the records effectively and efficiently are not set down for the user.

One is happy that series (called "Sections" in this guide) were respected in the arrangement and filming. It would have been better, however, in the overall arrangement had all the series created by the U. S. Court of Private Land Claims been placed last rather than sandwiched between series created by the U. S. Surveyor General's Office. The "Summary Arrangement" should have more clearly respected and emphasized the four main provenance groupings. Moreover, since at the beginnings of the reels themselves there is all too little identifying material, the user of the microfilm is too closely wedded to this *Guide*. The question of how much information should be duplicated on the reels themselves can always be argued, but a minimum there should be. Despite these criticisms the surprise is how well the library has handled a project so large and involved as this — one of the most complicated bodies of source material that has come to the reviewer's attention.

Microfilm publication projects of this sort represent one of the major contributions archivists in our generation are making to scholarship. Since we are as yet but on the threshold of this new chapter in archival service, our journal should provide more space for notices and reviews of projects like this. A *Guide*, when there is one, is but part of the whole undertaking, and the whole cannot be evaluated in the space usually allocated to a book review.

OLIVER W. HOLMES

National Archives

The British Public Record Office; History, Description, Record Groups, Finding Aids, and Materials for American History, With Special Reference to Virginia. (Virginia Colonial Records Project, *Special Reports* 25, 26, 27, and 28; Virginia State Library *Publications*, no. 12, Richmond, Va., 1960. 178 p. \$4.)

Although prepared primarily for the Virginia colonial records project and

with the needs of students of Virginia history in mind, the four special reports that make up this attractive volume will be of great interest and practical use to anyone who has occasion to explore the vast resources of the Public Record Office. The first of the four (no. 25), written by Neville Williams, a member of the Record Office staff, is an interesting and crystal-clear account of the Office itself; it should be required reading for everyone who applies for a reader's ticket. The history, contents, workings, and policies of the Record Office are most skilfully outlined in no more than 34 pages, and even old habitués of Chancery Lane will probably find something that is new to them in Dr. Williams' summary. This reviewer must confess, for instance, that despite innumerable visits to the famous Round Room, he had never happened upon the card index to "Documents in print," described on page 27.

Report 26—actually a supplement to 25—outlines in somewhat greater detail the Public Record Office's classification system and explains the correct way in which to cite a document, both when asking to see it in the Office and when referring to it in a footnote. Report 27, much the longest of the four (74 pages), consists of a detailed list of the finding aids (catalogs, lists, guides, calendars, indexes, etc.) that are to be found on the reference shelves of the various search rooms. Admittedly, a complete list usually has advantages; but in this instance the many items that do not relate in any way to Virginia, or even to America, might well have been omitted. The last report, compiled like the first by Dr. Williams, is a 48-page "Survey of materials for American History" and forms a most useful introductory guide to the chief series in which documents relating to this continent are to be found. Once again Dr. Williams' clear and compact descriptions are admirable.

Large type and a pleasant format add to the appeal of the book. It is interesting to note that the paper used is one developed under a grant made to the Virginia State Library by the Council on Library Resources for the purpose of producing a formula for making a durable and permanent book paper at a competitive price.

W. KAYE LAMB

Public Archives of Canada

Index to the Zachary Taylor Papers. (Library of Congress, *Presidents' Papers Index Series*; Washington, 1960. viii, 9 p. 20¢.)

The *Index* to the Zachary Taylor papers is part of a program of the Library of Congress to arrange, microfilm, and index its 23 collections of Presidential papers "in order to preserve their contents against destruction by war or other calamity and for the purpose of making them more readily available for study and research to the fullest possible extent" (Public Law 85-147, Aug. 16, 1957). Zachary Taylor's papers are a prime example of the need for preserving "their contents" against destruction. Most of Taylor's personal papers were destroyed when the Louisiana plantation of his son, Gen. Richard Taylor, C. S. A., was sacked and plundered during the Civil War. Dr. Robert O. Butler of Louisiana, in the Confederate service, described the destruction in a letter to a sister, September 22, 1862:

... the house—it was a complete wreck, the furniture smashed, the walls torn down, pictures cut out of their frames, while deep on, and scattered over the floor, lay the correspondence & official documents of the old Gen. while President of the U. S. —The barbarians had respected nothing but the portrait of Gen. Scott . . . I picked up a document written by a member of Congress from Illinois, recommending Mr. Abraham Lincoln of that state for the post of commissioner in the general land office . . . I will preserve this as an interesting memento. [Robert O. Butler papers, Department of Archives and Manuscripts, Louisiana State University.]

The Taylor papers in the Manuscript Division of the Library of Congress consist of 631 items—the Library's smallest collection of Presidential papers. The microfilm and its index are the first film and index to be issued in the series. The microfilm copies of the papers consist of two reels arranged in five series: (1) autobiographical account, ca. 1826; (2) general correspondence, 1814-50; (3) Taylor family papers, 1837-79; (4) miscellany, 1820-1931; and (5) memorial volume, 1850. The index is designed primarily as a means of ascertaining what documents exist in this collection and where they may be found on the microfilm reproduction. It is essentially a name index of some 1,000 entries listing names of writers and recipients of letters, alphabetically first and then chronologically when the same name appears more than once. Some material, such as autobiographical notes, is indexed under subject headings as well as under the name of the writer. Most entries give the name of the writer or recipient, date, series number, number of pages of each item, and "addenda" (the identification of documents by content or physical form).

An account of the provenance of the collection, a selected bibliography, a general description of the organization and content of the collection, and a statement by the Librarian of Congress on the program as a whole add to the usefulness of this index.

V. L. BEDSOLE

Louisiana State University

DOCUMENTARY PUBLICATIONS

Journals of the House of Representatives of Massachusetts, 1757. Vol. 33, pt. 2. ([Boston], Massachusetts Historical Society, 1960. viii, [269] p. \$7.50.)

There are both merits and demerits in facsimile reprints of old books. Those who want to evaluate each of these results at something approaching their most obvious will do well to study this volume. Its text is "a photographic synthesis produced from copies of the original [printed] journal" preserved by three institutions in the Boston area. Some examiners of this reproduction will doubtless be intrigued with it; some may even love it for all such quaint oddities as the workaday crudities of an apprentice or journeyman typesetter. Others, in all probability, will conclude that there are better ways of manufacturing a new edition.

To the facsimile text have been prefaced and appended 24 pages, some of them blank. This editorial matter provides minimal addenda. It includes, for example, no roster of the membership of the House. Malcolm Freiberg's

five-paragraph "Introduction" is worthy of having been printed in larger type to fill its allotted two pages. He succeeds in reminding readers that the lower house of the provincial legislature held its session of January 6-April 25, 1757, while a total war pervaded every level of Massachusetts society, but that the exciting drama of daily living proceeded nevertheless and was also reflected in the formal journal. His succinct observations are an eloquent gem of eulogy for the mirror-like value of such a governmental record. They leave unanswered, however, such questions as these: Who wrote the journal? Is a manuscript of it extant? Who printed the early edition here reproduced—and where and when? How rare are copies of it? Does this facsimile, embodying pagination (231-499) continued from a preceding section without new running heads and folios (so that the first textual page is numbered 231), constitute part of a series of reproductions? What kinds of men comprised the House? Did they confront the problems of this session with consistency enough to make any pattern discernible?

The index, too, though ever so welcome, is of such a kind as to fall short of affording maximum ease in using this edition. The entry and subentry for "Council, messages, with House," are followed by a dishearteningly long array of 44 references to individual or inclusive pages. Under "Crown Point, expedition," appear 50 references without further differentiation. A researcher interested only in certain aspects of Col. Samuel White's career will find 76 references, 13 of them without any subentry and 60 under "committee." The "Introduction" points out the journal's value in that it records "petitions from the quick and the dead (or their survivors) among the soldier-citizenry"; and the index prints "Soldiers, petition," followed by 69 references. But there is no general entry under petitions or any synonym, and for guidance to scores of them from civilians you must scan all 16 pages of the index for entries like "Loomis, Josiah, petition, 241, 312; memorial, 313-314, 316."

The "original journal" was first reproduced on microcards. To have this facsimile is all gain. If the publisher really could do no more, all praise for what has been done! Yet, barring the quite possible existence of practical limitations that I know not, larger services to historical scholarship could conceivably have been rendered in producing a new edition.

W. EDWIN HEMPHILL

South Carolina Archives Department

TECHNICAL STUDIES

The Manufacture and Testing of Durable Book Papers, Based on the Investigations of W. J. Barrow, ed. by Randolph W. Church. (Virginia State Library Publication no. 13, Richmond, 1960. 63 p.)

The Virginia State Library, under a grant from the Council on Library Resources, sponsored in 1957-58 two studies on the permanence of book paper. The results were published in 1959 as *Publication no. 10* of the Virginia State Library, under the title *Deterioration of Book Stock; Causes and*

Remedies. A review of that number, by Robert B. Hobbs, appeared in the July 1960 issue of the *American Archivist*.

The publication at present under review represents work done under a supplementary grant from the Council on Library Resources, directed toward an investigation of an economically feasible method of manufacturing durable book papers and the development of a method to test such durability. Again the work was done under the direction of W. J. Barrow and with advice from ten consultants.

In brief, the work described in this report had three objectives. The first was to set up tentative specifications for an uncoated book paper that might be both durable and permanent. The second was to determine whether such a paper could be made to sell commercially. The third was to provide some kind of measure of the "theoretically useful life" of such a paper.

The first objective was achieved by studying the properties of a large number of commercial book papers together with a number of "permanent papers" from old books. From these studies, the investigators believed that commercial book papers could be manufactured with folding strength (M.I.T.: $\frac{1}{2}$ Kg) in the weakest direction of 300, an Elmendorf tear in the weakest direction of 60 grams and with pH by cold extraction on a Beckman pH meter of 6.5. These were established as "initial specifications."

The second objective was met first on the small machines of the Herty Foundation Laboratory of Savannah, Ga., and then commercially at the Standard Paper Manufacturing Co. of Richmond. The necessary strength was achieved by using long-fibered bleached sulfate and sulfite, and printability was achieved by adding bleached soda. Alum and rosin as sizing agents were replaced by Aquapel, developed by the Hercules Powder Co. The sheet was also surface-sized by 7% starch. As a filler 10% clay and 10% calcium carbonate were added in the beater; the calcium carbonate also served as an alkaline buffer to keep the pH of the sheet on the alkaline side. The paper used in printing this publication came from the second commercial run. Its physical properties were well in excess of those in the initial specifications.

The last objective—the measure of the "theoretically useful" life of the paper—was established by adopting the accelerated heat-aging test of the National Bureau of Standards, accepting the Bureau's conclusion that 72 hours of aging at 100°C. $\pm 2^\circ$ is equivalent to 25 years of natural aging, and modifying the test so that aging was carried out in 12-day increments at 100°C. $\pm 2^\circ$, on the assumption that each 12-day increment is equivalent to 100 years of natural aging.

In the specifications finally adopted, minimum folding and tear strengths after aging for 12, 24, and 36 days were added to the initial folding and tear strengths as indicative of strengths after 100, 200, and 300 years. Opacity was set at 90%, the fiber furnish was to be free of groundwood, and the pH of at least 6.5 by cold extraction was not to fall sharply after 3 days of accelerated aging.

Readers should note that the heading for Table 5 (continued) on page 43 of the pamphlet should be *Tear* and not *Folds*, and for the same table on page 44 should read *pH (cold extraction)* instead of *Tear in Grams*.

The reviewer believes that the extended accelerated aging test as a measure of the "theoretically useful" life of the paper has been overvalued. In the first place the equivalence of 72 hours of artificial aging and 25 years of natural aging has only general quantitative significance. This was based on data presented by the Bureau of Standards in 1955. (See William K. Wilson *et al.*, "Accelerated Aging of Record Papers Compared with Normal Aging," in *Tappi*, 38:543-548, Sept. 1955.) The following is taken from the summary of that article: "From a statistical analysis of part of the folding endurance data, a crude approximate of the relationship between accelerated aging and natural aging was obtained." In the second place, the papers under test by the Bureau of Standards were stored in an office bookcase; they were not subject to use. Constant use will certainly contribute to paper deterioration.

The above is not written in any disparaging sense. The value of the work is not impaired by any lessening of emphasis on the numerical measure of the "theoretically useful" life of the papers. Actually the term "theoretically useful" is ambiguous. The reviewer can recommend this publication to any one interested in the durability and permanence of paper.

HARRY F. LEWIS

Institute of Paper Chemistry
Appleton, Wisconsin

Permanent/Durable Book Paper; Summary of a Conference Held in Washington, D. C., September 16, 1960. Sponsored by the American Library Association and the Virginia State Library. (Virginia State Library *Publication* no. 16, Richmond, 1960. 53 p.)

The third pamphlet in the series of reports from the Virginia State Library on permanent/durable book papers presents a summary of a conference held in Washington, D.C., September 16, 1960, under the sponsorship of the American Library Association and the Virginia State Library.

The conference was called to consider the problems resulting from the deterioration of book papers, the solution proposed by the Virginia State Library and described in its *Publication* no. 13, as well as other possible solutions and implications. Invited to the conference were scientists and others who had served as consultants to the study, representative librarians, archivists, book publishers, book designers, printers, paper makers and merchants, paper chemists, and others in the number of about 50. The chairman was William S. Dix, librarian of Princeton University; the reporter was Marlene D. Morrissey, executive assistant to the Librarian of Congress.

It is obviously impossible in a relatively short space to discuss the comments of the conference members, all of whom were called upon by the chairman for an expression of opinion on the work carried on by Mr. Barrow and his coworkers or on its implications. A number of the comments stressed the importance of the development of permanent/durable book papers. For instance, Mr. Kingery of the New York Public Library pointed out that about half of the collection in the reference department of that library needed "con-

servation attention." Of the current intake, 25% will need attention in 10 years. For fiscal 1960-61, the department has budgeted \$150,000 for conservation (microfilming or electrostatic reproduction). Since the general fund for the purchase of library materials is \$340,000, expense for this conservation amounts to about 50% of the total spent on new books. Mr. Kingery also stated that libraries today cannot determine what books will be used tomorrow or how they will be used. Other conference members pointed out that many books, when recognized as classics, are reissued in more durable form; and they raised questions about the value of printing third-grade textbooks on such paper (the conference was divided on this) and about the hazards involved in building up large microfilm collections of uncertain permanence. Mr. Church of the Virginia Library Association then discussed the State library's process for making permanent, durable book paper and the significance of the extended oven-aging test for measuring the life of paper. Dr. Hobbs of the Bureau of Standards spoke of the validity of the method.

The S. D. Warren Co. has been a pioneer in the manufacture of alkaline-filled book papers. A recent announcement from the company stated that all Warren book papers are now being made on alkaline base papers. Representatives of other companies discussed their efforts in this direction.

Some attention was paid to the printing of the new papers. Mr. Shell of the William Byrd Press reported that the new sheet is hard and requires a bit more attention on the press than softer ones. A stiff ink is required, hard packing for the make-ready, and printing at somewhat greater pressure than normal. Undoubtedly, with greater experience in sheet making, these handicaps may be minimized.

As a next step, the conference voted to invite the American Library Association to establish a continuing group representing the various interested groups at the conference to find support to continue some discussion of the problem looking toward mutually agreeable solutions.

The appendix of the pamphlet contains a variety of supporting documents prepared by some of the conference members.

HARRY F. LEWIS

Institute of Paper Chemistry
Appleton, Wisconsin

Of Course?

. . . I always want you to bear in mind that the letters which I wrote to Mother and those which I have written to you are valuable, and in case of my death I have left provision in my will that they are to be published. Don't ever make the mistake, either, of cutting out names; for letters, if they have any historic value, must be printed as written, barring, of course, all the grammatical and typographical errors which necessarily are to be found in letters written as hastily as I have written mine.

— *The Letters of Archie Butt*, ed. by Lawrence F. Abbott, p. 1 (New York, 1924). Quoted by permission of Laura Abbott Dale.

Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

GERMAN DEMOCRATIC REPUBLIC

Archivmitteilungen, VOL. 10 (1960), NO. 1.

BRACHMANN, BOTHO, *Zur Entwicklung des sozialistischen Archivwesens der Deutschen Demokratischen Republik* (The development of the communistic archival system of the German Democratic Republic). P. 1-11.

The development of the communistic archival system has kept pace with the development of the German Democratic Republic. The system has three functions. The first (politico-ideological) is described under four subtopics: the place of archives in a communistic state, the organization of a state archival system and archives, the ideological and methodological foundations of archival work, and working relationships. The second (professional-cultural) requires the archivist to assist actively in stimulating an awareness of communism in the populace, to guide research and teaching in history and the traditional basic disciplines in order to reach the present international level, and to fight against West German imperialism. The third—the practical function—requires the archival system to assist in the attainment of the Republic's economic goals, and to plan and work in accordance with state goals prescribed by the Seven Year Plan, 1959-65.

LÖTZKE, HELMUT, *Bericht über die von der UdSSR an die DDR seit 1957 übergebenen Archivbestände* (Report on the transfer, since 1957, of archives from the U.S.S.R. to the German Democratic Republic). P. 12-15.

Since 1948 about 2½ million file folders were transferred. Most of the article comprises lists of records recently transferred to the German Central Archives and to Land and city archives.

SCHMIDT, GERHARD, *Ordnungsarbeiten am Bestand des sächsischen Ministeriums für Volksbildung* (Arrangement of the records of the Saxon Ministry of Popular Instruction). P. 15-21.

During 1959 the arrangement of the records—26,000 file units—of the Saxon Ministry of Popular Instruction was completed. This ministry, which from 1831 to 1923 was known as the Saxon Ministry of Science, Ecclesiastical Affairs, the Arts, and Public Education (Ministerium des Kultus und öffentliches Unterrichts), was in charge of all religious and educational institutions in Saxony. The registries of the ministry are listed, and the several procedures of recording file units and for their retirement to the Main Archives of Land Saxony are described. Because the rigid registry arrangement and description of the records was found to be impractical for reference use, the records were rearranged and redescribed. The problems, solutions, approaches, methods, and procedures of this work are discussed. The records are now in great research demand.

BAŃKOWSKI, PIOTR, *Verluste der polnischen Archive und Handschriftenabteilungen der Bibliotheken im zweiten Weltkrieg* (Losses of archives and manuscript divisions of libraries of Poland during World War II). P. 22-26.

The losses of records, repositories, and libraries in Poland during World War II are immeasurable. Before September 1939 Warsaw had six Central Archives, the largest city archives in Poland, and some of the largest libraries containing manuscript collections of prime importance; these were all lost or seriously damaged. The Ar-

chives of the Ministry for Popular Instruction (Archiv des Ministeriums für Volksbildung) and much of the Financial Archives (Finanzarchiv) were destroyed by the Luftwaffe in September 1939. From the surrender of Poland in 1939 to the Warsaw revolt in 1944 German authorities seized archives for transport to Germany and Austria. Massive destruction of records reached the apogee late in 1944 when German troops crushed the revolt. The entire Old Records Archives (Archiv der Alten Akten), comprising 600,000 file units, perished. Old Records Main Archives (Hauptarchiv der Alten Akten) were burned by "Fascist," i.e. German, troops; only five percent of the 1,750,000 file units survived. The Current Records Archives (Archiv der Neuen Akten) survived the fighting, but were burned in November 1944; only three percent of the records survived. The Warsaw city archives (Stadtarchiv Warschau), comprising 400,000 file units, met the same fate. Most of the files in the city archives of Posen, Danzig, Breslau, Stettin, and many other cities were destroyed. Destruction of Polish libraries was just as vast; of 22,500,000 volumes existing in August 1939 only 7,500,000 remained in 1945. The slight, sole hope left is that the small number of Polish records which yet survive after their exodus from Poland will now be returned to their native land.

HAHN, ALFRED, *Das Dresdener Stadtarchiv und sein Schicksal im zweiten Weltkrieg* (The city archives of Dresden and its fate during World War II). P. 26-30.

The administration of the archives is traced from the end of the seventeenth century through 1954. During 1939, with Germany at war, several branches of the combined city archives and library were moved to seven different locations outside Dresden and two additional locations within the city as a precaution against air attack. For over four years no attack came. During the night of February 13, 1944, the city hall, which contained the main city archives, was destroyed. Ninety percent of the library volumes were burned. Most of the records in the basement of the city hall were believed to have been saved; all the records in the two annexes were burned along with the buildings. The vast destruction of the city did not permit access to the records in the basement until the beginning of 1946. Rain and snow had fallen on the records, the basement floor was flooded with water, and the high humidity had brought mildew and other fungi to the records. Looting had added to the losses. From 1946 through 1951 the local archival staff worked on procuring space, saving and repairing records, and bringing back the records evacuated in 1939. There followed a survey of the records to determine specific losses, rearrangement and reindexing of records that survived, accessioning of the current records created by the new government during 1945-52, and an active reference service program.

Literaturbesprechungen (Reviews of books and periodicals). P. 30-35.

Verschiedenes (Miscellaneous). P. 35-36.

Archivmitteilungen, VOL. 10 (1960), NO. 2.

Sozialistische Gemeinschaftsarbeit im staatlichen Archivwesen (Communist cooperative work in the state archival system). P. 37-39.

The accomplishments of the archival staff during 1959 are enumerated; work in progress or planned for 1960 is summarized. In the state archives of East Germany a new concept has been introduced—the work is done by teams of archival employees rather than, as was traditional, by individual archivists. These teams work within the framework of the Seven Year Plan in order to achieve the goals prescribed for archival science.

ENDERS, LIESELOTT, *Veränderungen brandenburgischer Gemeindegrenzen in der zweiten Hälfte des 19. Jahrhunderts* (Boundary changes in municipalities of Brandenburg during the latter half of the nineteenth century). P. 40-42.

A study of the official gazettes (*Amtsblätter*) of Potsdam for the period 1810-1945 shows that changes in the boundaries of municipalities within Land Brandenburg oc-

curred most frequently during the latter half of the nineteenth century. The changes were invariably initiated by private real estate transactions and consummated by official action. Fifteen districts (*Kreise*) selected as examples appear on three statistical charts. The statistics are analyzed and their significance is explained.

JAHN, ROLF, *Literarisches Archivgut in Verlagen* (Literary archives in publishing houses). P. 43-45.

The publishing houses of the German Democratic Republic have performed great services by contributing to the development of a modern German national literature. They are also the custodians of belletristic archives not under state control. In the creation of a literary work of art, the published book is only the end product; equally important are the author's notes, outlines, sketches, and drafts, the manuscript submitted to the publisher, and the several annotated galley-proofs. Current East German regulations require that the publisher retain the records in his possession for five years after sale of the last printed edition. In order to preserve this valuable literary source a state Archives of Literature, to which publishers would be required to transfer all noncurrent literary archives, ought to be established.

SCHRECKENBACH, HANS-JOACHIM, *Der Amtsvorsteher. Staatliche Ortspolizeibehörden im 19. und 20. Jahrhundert und deren Schriftgut* (The magistrate. The state district police authorities of the nineteenth and twentieth centuries and their records). P. 46-49.

This article is based on an analysis of the records of the magistrates in the Main Archives of Land Brandenburg in Potsdam. It begins with the initial transition of police from local to state control in 1808, proceeds to the abolition of the office of magistrate in 1948, and then describes the kinds of records preserved and their value for reference use, especially for such subjects as Hitler's preparations for air defense and for World War II, workers' movements, and local history.

HESS, ULRICH, *Die Organisation der Bergbehörden in Thüringen und ihre archivalische Überlieferung* (The organization of the mining authorities in Thuringia and their records). P. 50-61.

This study lists the many mining offices and districts which existed in Land Thuringia during the eighteenth, nineteenth, and twentieth centuries; gives an account of their creation, organization, relationship, merging, dissolution, jurisdiction, and subordination; and lists and describes their records.

FALD, GEBHARD, *Konferenz der Sektion Mediävistik der Deutschen Historiker-Gesellschaft* (Conference of the Section on Medievalism of the German Historical Association). P. 61.

This newly founded section held its first conference in Wernigerode, Harz, January 21-24, 1960. The two themes were "Peoples' Movements in Cities During the Fourteenth Century" and "The Citizens' Revolution in German History, 1476-1535."

LÖTZKE, HELMUT, *Zum 70. Geburtstag von Heinrich Otto Meisner* (The seventieth birthday of Heinrich Otto Meisner). P. 62.

Literaturbesprechungen (Reviews of books and periodicals). P. 63-67.

Verschiedenes (Miscellaneous). P. 67-68.

Archivmitteilungen, VOL. 10 (1960), NO. 3.

SCHETELICH, EBERHARD, *Arbeitstagung der Staatlichen Archivverwaltung mit den wissenschaftlichen und den staatlich geprüften Archivaren der Deutschen Demokratischen Republik* (The State Archival Administration's meeting with the professional archivists and the state certified archivists of the German Democratic Republic). P. 69-83.

The 1960 meeting of the State Archives Administration was held at Sellin on Rügen Island for 54 state certified archivists (*staatlich geprüfte Archivare*), February 11-20,

and for 52 professional archivists (*wissenschaftliche Archivare*), February 22-March 2. The meeting concerned itself primarily with overall planning for the continued development of the archival system in the first German worker and farmer state, and with the practical archival work required by the Seven Year Plan, which extends through 1965. At the end of 1959 there were more than 196,000 linear meters of records and 197,888 legal documents, all registered, in the large state archives of the Republic. The records are especially useful for administrative and historical research, for current political questions, and for studies of civilization. During 1959 a total of 2,885 visitors used the records and 7,700 letters were written in answer to inquiries received; 482,054 microfilm frames and 88,014 paper prints were made. The goals for the immediate years ahead are the completion of the merging of the aspirations of communism with the work of archival science and the expansion of archival work. A concrete example of the latter is the plan to provide each of the 14 districts (*Bezirke*) of East Germany with its own archives repository. An example of the former is the orientation of users of records in the historical materialism of Marx and Lenin and the evaluation of records for retention or destruction as best serves the interests of communism. "Central theme" lectures were given twice, once at each session of the meeting; the main themes were the assignments given to state archives by the Seven Year Plan, the assignments given to management groups to meet the goals of the Seven Year Plan, historical materialism as the foundation of archival and historical research, the history of the German workers' movement, special methods for organizing and cataloging state records of the nineteenth and twentieth centuries, problems in arranging estate and family archives in the Main Archives of Land Brandenburg at Potsdam, and research in the agrarian history of the Republic. The report continues with the subjects and discussions of the "special theme" lectures given at each of the two separate sessions of the meeting.

HESS, ULRICH, *Spezialmethoden bei der Ordnung und Verzeichnung von staatlichen Akten des 19. und 20. Jahrhunderts. Aus der Arbeit des Thüringischen Landeshauptarchivs Weimar und seiner Landesarchive* (Special methods for arranging and cataloging state records of the nineteenth and twentieth centuries, as used in the Main Archives of Land Thuringia at Weimar and its branch Land Archives). P. 83-96.

Archival science has taken prodigious strides during the past century and we must draw from the experience of the past to solve current problems. The principle of provenance is the cornerstone of archival science; it is rule number one for archival work in the state archives of Thuringia; but there are many instances when, working with the state records of the nineteenth and twentieth centuries, the application of this principle would be impractical or inefficient. In such instances the archivist must devise his own special methods of arrangement and description. Numerous examples are given to show that historical, political, territorial, organizational, or administrative changes required the introduction of new methods in arrangement and description. Eight special methods are discussed. Before the selection of a method, it is most important to know thoroughly the administrative history of the records under consideration. Special consideration must be given to making the records speedily and completely available for reference use. Time and manpower are weighed against work goals. Traditional work policies and procedures are discarded where new work methods are more productive.

ENDERS, LIESELOTT, *Ordnungsprobleme bei Guts- und Familienarchiven im Brandenburgischen Landeshauptarchiv Potsdam* (Arrangement problems in estate and family archives in the Main Archives of Land Brandenburg at Potsdam). P. 96-106.

In arranging estate and family archives those files not of correct provenance must be withdrawn. Estate and family files invariably are so disorganized that the archivist must select his own internal filing scheme, which may be a subject arrangement or, more frequently, a structural arrangement paralleling administrative functions. Most of the article is devoted to explaining the latter plan, which divides the items into three

main groups: registries of patrimonial nobles, registries of the economies of landed estates, and family archives. The first two groups are handled in much the same manner as are official files, while the last is regarded in the same light as are personal files. Subgroups within each of the three main groups are listed and examples are given. Procedures for cataloging, appraisal, and disposal are discussed briefly.

GRINGMUTH-DALLMER, HANNS, *Archive und Heraldik* (Archives and heraldry). P. 107-111.

The official seals of the German Democratic Republic, used by authorities from the highest state office down to the smallest village, are all of identical design. The issuance of coats of arms for subordinate governmental units such as districts, cities, or towns is sanctioned, although rigidly controlled, by the Ministry of the Interior. Prior to authorization a coat of arms must meet criteria prescribed by the Ministry, suggest a satisfactory blending of the old with the new, contain nothing offensive to the central government, and have the approval of state archival authorities. The criteria to be met are listed and examples of proper and improper selections are given. The article covers primarily the period 1945-58.

Literaturbesprechungen (Reviews of books and periodicals). P. 111-116.

Archivmitteilungen, VOL. 10 (1960), NO. 4.

LÖTZKE, HELMUT, *Zur Planung und Organisation der Archivarbeit* (Planning and organizing archival work). P. 117-120.

Experience of the last decade has proven that the traditional concept that an archivist works best alone is fallacious. Maximum efficiency and production can be obtained best through concerted group effort. The Communist states have made tremendous strides in rebuilding their archival systems by applying the principle of concentration of records and centralization of administration. The state political authorities prescribe the goals and general assignments. Archival authorities prepare the concrete work plans, methods, procedures, and standards; and they supervise the daily work in order to obtain the optimum in quality and production within the time limits set. The Deutsche Zentralarchiv (German Central Archives) at Potsdam, with its four *Abteilungen* (divisions), is organized as a *Referatsystem*, as are also the Bundesarchiv (Federal Archives) of West Germany at Koblenz and the Staatsarchiv (State Archives) of Austria at Vienna. The total personnel strength is 129, of which 24 are professional archivists to each of whom is given a *Referat* with an allocation of a designated number of record groups and of employees.

THIEME, GEORG, *Archivarbeit im Bezirk Gera* (Archival work in the district of Gera). P. 120-126.

The archival work of the last several years in Bezirk Gera—one of the 14 administrative districts into which the German Democratic Republic is now divided—is discussed under four headings: city archives (*Stadtarchive*), of which there are 22 with records aggregating 2,500 linear meters; county archives (*Kreisarchive*), holding 1,300 linear meters of records; administrative archives (*Verwaltungsarchive*), semicurrent records depositories; and archives of the industries belonging to the people's economy (*Betriebsarchive*), comprising 8,000 linear meters.

CORDSHAGEN, HUGO, *Das Mecklenburgische Landeshauptarchiv Schwerin unter Hermann Grotefend (1887-1921)* (The Main Land Archives of Mecklenburg at Schwerin under the direction of Hermann Grotefend, 1887-1921). P. 126-133.

A biography of the official career of Hermann Grotefend, who worked in archives for 51 years, of which 33 (1887-1921) were spent as Director of the Main Land Archives of Mecklenburg. Grotefend is credited with liberalizing reference service, winning more autonomy for archival management, reorganizing the archives along

modern lines, introducing the principle of provenance to govern the internal arrangement of records, and having a new archives building erected.

Verschiedenes (Miscellaneous). P. 133.

MEISNER, HEINRICH OTTO, and WOLFGANG LEESCH, *Grundzüge einer deutschen Archivterminologie. Referentenentwurf des Ausschusses für deutsche Archivsprache* (Outline of German archival terminology. Draft report by the Committee for German Archival Language). P. 134-152.

This outline of archival terminology is a revision of the original one published in *Archivmitteilungen*, vol. 5 (1955), no. 4. It comprises 190 archival terms arranged under 6 topics: archives and registry systems, kinds of documents, physical storage of records, technical handling of records, finding aids, and reference service. An alphabetical index is included.

HERMAN G. GOLDBECK

National Archives

ITALY

Archivi: archivi d'Italia e rassegna internazionale degli archivi (Archives: archives of Italy and international review of archives), an independent quarterly publication of the Biblioteca d'Arte Editrice, Rome, is the organ of the National Union of Friends of Archives and Libraries. In addition to articles on historical research it carries book reviews and the recommendations of the Union for legislation and regulations affecting the State Archives. The abstracts presented relate only to articles about archives; this periodical seems to contain chiefly historical studies based on archives and probably will not be abstracted here in the future.

Archivi, 2d ser., VOL. 25 (1958), NO. 1.

LODOLINI, ARMANDO, *Congregazioni di cui non si acquisiscono gli atti nell'Archivio di Stato di Roma* (Orders whose records were not deposited in the Rome State Archives). P. 29-37.

List of religious orders that according to legislation of 1870 should have deposited their records in the State Archives but did not do so.

Archivi, 2d ser., VOL. 25 (1958), NO. 2/3.

PECCHIAI, PIO, *Regesti dei documenti patrimoniali del Convento Romano della Trinità dei Monti* (Digests of property records of Trinity of the Hills Monastery in Rome). P. 131-224.

A chronological list of 488 documents (1524-1712) in the archives of the French establishments at Rome is presented, with an index of the names appearing in the records. An introductory essay explains the role of the French in the famous monastery, which was a center of French influence at the Holy See. This monastery accumulated important urban lands from which it derived income by granting perpetual leases to artisans, artists, and builders who settled in and around the city in order to participate in its development as religious capital of the world.

Archivi, 2d ser., VOL. 25 (1958), NO. 4.

PIUS XII, *L'Archivio Vaticano e gli ecclesiastici* (The Vatican Archives and the clergy). P. 258-264.

Speech delivered by the late Pope, November 5, 1957, reprinted from *Osservatore romano*, November 14, 1957.

LODOLINI, ELIO, *Nota sul "metodo storico" e sui primi due commi dell'art. 68 del Regolamento per gli Archivi di Stato* (Note on the "historical method" and on the first two sections of article 68 of the Regulations for the State Archives). P. 335-342.

The "historical method" for arranging archives gained general acceptance in Italy during the latter half of the nineteenth century. Legislation of 1875 prescribed that "the records of each section shall be arranged separately by ministry, bureau, office, corporation, notary, family, or person, according to the historical order of the affairs or of the records." The same principle was reenacted in the Regulations of 1911, still in effect. The requirement that all records be separated primarily into three "sections"—judicial, administrative, and notarial—has led to certain practical difficulties, since governmental offices sometimes have two or more of these functions simultaneously.

GEORGE C. REEVES

U. S. Tariff Commission

THE NETHERLANDS

Nederlands Archievenblad, orgaan van de Vereniging van Archivarissen in Nederland (Archival Journal of the Netherlands, organ of the Association of Archivists) has been published since 1893 and without a break during either World War. A cumulative index to volumes 1-45 (1893-1938) was issued in 1938.

Nederlands Archievenblad, VOL. 63 (1958/59), NO. 1.

Verslag der zes en zestigste algemene vergadering (Report of the 66th general meeting). P. 2-13.

The meeting—actually the 76th, as explained in vol. 63, p. 101—was held September 19, 1958, in 's-Hertogenbosch. The minutes proper, p. 2-6, record the replacement of the editor, W. S. Unger, after 13 years of service, by W. J. Formsma, and summarize criticism of content and methods of instruction in the Institute for the Study of Documentation and Administrative Organization of the Government (S.O.D.). A motion for reorganization of the association lost, after spirited discussion, for want of the necessary two-thirds majority.

In President G.W.A. Panhuysen's annual report (p. 6-13) he discusses two meetings attended by members: the Fourth Archival Round Table, held in May 1958 at Wiesbaden, Germany; and the 35th German Archival Meeting, held in Koblenz, September 10, 1957. Panhuysen's chief comment on the first (which dealt with archives as sources for the study of literature and geography) is that the archivist's duty extends to inventories and control lists but not to special guides for subject studies. The Koblenz meeting (which dealt with the problem of separating "permanent" archives from those eventually to be destroyed) should greatly concern Holland's archivists, in view of the anticipated influx of materials into archival establishments as the result of archival legislation now pending. Panhuysen further reports that archives were recognized by the Netherlands Government through establishment of a special section (II) in the Subdivision for Archeology and Conservation of the Ministry of Education, Arts, and Sciences; and that W. A. M. Lasonder, one-time National Archivist of the Netherlands and Archivist of the Dutch Reformed Church, also editor of *Nederlands Archievenblad*, 1920-36, died at the age of 79. The membership of the Society stood at 211.

Verslag over de cursussen archiefverzorging C. A. georganiseerd door de Studiekring voor Overheidsdocumentatie (S. O. D.), 1958 (Report on the courses for archival care organized by the Institute for the Study of Documentation and Administrative Organization of the Government). P. 13-15.

These courses, begun in 1938, were at first held for municipal officials only; in 1948 a parallel course was organized for personnel of nonmunicipal archives; a third was added later to train higher personnel. The courses furnish definite knowledge about older archives and their importance, especially to registry personnel in the provincial

and municipal archives; the problems due to exposure of records while being transferred; the inadequate nature of archival establishments, generally in regard to storage; and the meaning of the principle of provenance (*herkomstbeginsel*) as introduced by the handbook prepared by the association.

Verslag over de examens archiefverzorging C. A., georganiseerd door de S.O.D., 1958 (Report on the examinations on archival care organized by the S.O.D.). P. 15-16.

The report on the success of the courses and the outcome of the examinations as printed in *Overheidsdocumentatie*, vol. 12, p. 286, is implemented with criticism directed primarily to the disappointing response in the group of registry personnel. Inadequate preliminary training is thought to be the chief reason for this failure.

Afdeling van Rijksarchiefambtenaren (Division of archivists in the National Archives). P. 16-17.

This report deals largely with the relationship between the Division and the Centrale van Hogere Ambtenaren (Central Office of Higher Officials) and with other matters potentially affecting the archival profession and the advancement of its members.

Afdeling Gemeente- en Waterschapsarchiefambtenaren (Division of Archival Officials of Municipalities and Water Districts). P. 17-19.

This, too, registers largely societal undertakings and concerns such as status and better salaries.

Interrogatorium—Leden van de Familie Adams in Nederland (Question box—Members of the Adams family in the Netherlands). P. 20.

L. H. Butterfield's appeal for documents relating to the Adams family, primarily to John and John Quincy, both of whom were Ministers at The Hague.

Studiedagen voor Archiefambtenaren 1958 (Institute for Archivists 1958). P. 21-47.

This third institute, held July 9-10, 1958, at The Hague and attended by over 60 archivists, was devoted to discussion of the use of archives for historical research. The first subject, presented by the chief archivist of Belgium, Étienne Sabbe, concerned the problem of sources for the study of Dutch history in the Belgian archives. The second, presented by A. J. Veenendaal, dealt with aspects of editing historical texts; this paper is printed in full (p. 25-34), as is the third essay (p. 36-47), read by Dr. B. H. Slicher van Bath of the Agricultural University at Wageningen—see abstracts below. The discussion of this last paper led to a serious deliberation about the extent to which the archivist should go in content analysis. The moderator, H. Hardenberg, pointed to the strong plea made at the latest archival meeting in France for the utmost in husbanding the intimate knowledge of the archivist concerning the records he handles. The fourth major topic, presented by Hardenberg, dealt with professional archival terms used in the Netherlands. Of the points mentioned in the discussion, the observation that legal terminology is of little help in defining all sorts of documents is significant.

VEENENDAAL, A. J., *Enkele aspecten van het uitgeven van historische teksten* (Some aspects of the editing of historical texts). P. 25-35.

The author discusses the whole editorial procedure under the following points: (1) planning an edition; (2) finding the original documents; (3) selecting documents for inclusion in entirety, in summary, or in footnotes; (4) choosing the best rendering; (5) writing a resumé; (6) copying; (7) standardizing the text; (8) collating; (9) arranging the individual pieces; (10) annotating; (11) correcting the galley proof; (12) writing the introduction. With respect to standardizing the text, in some other countries practices are not so liberal as in Holland. For instance, in the U. S. A. standardization is rejected altogether. (Clarence E. Carter's *Historical Editing*, 1952, is cited.) The author suggests that this is due to the relative recency of American materials, and says that the standardization followed for older Dutch materials is not rec-

ommended for Dutch historical texts of the nineteenth and twentieth centuries. He concludes that editing is an onerous task requiring knowledge of a number of disciplines auxiliary to historical studies such as paleography, chronology, and diplomatics, as well as of languages. It also demands certain qualities of character in the editor such as exactness, a sense of responsibility, patience, perseverance, objectivity, and self-effacing service.

SLICHER VAN BATH, B. H., *De archieven als bronnen voor de agrarische geschiedenis* (Archives as sources for agricultural, agrarian, rural history). P. 36-47.

The alternative adjectives shown in the translated title reflect semantic difficulty, about which the author discourses at length; *agrarische geschiedenis* is a term used to designate studies embracing all three aspects as they are understood in England and France, and even to include additional areas—legal, economic, geographic, philological, and anthropological. The economic and social aspects of agricultural history (which has come to the fore in the last 25 years) have produced most valid results so far. The Department of Agricultural History of the Agricultural University is the only organization in Holland pursuing major research in the field. The various approaches practiced by the department are discussed, along with their implications for understanding the economic and social conditions of Western Europe. The application of photocopying and of Hollerith machines in the analysis of voluminous statistical data is mentioned parenthetically.

Kroniek (News). P. 48-50.

W. Moll reports on activities of the U. S. National Archives and Records Service, 1954-57.

Boekbespreking (Reviews). P. 51-54.

Book reviews and abstracts.

Berichten (Reports). P. 54-56.

These include a report on the Gemeente- en Waterschapsarchieven (Municipal and Water-District Archives). The Amsterdam city archives employs university students and other lay workers, under supervision of the chief archivist, for making various indexes—sometimes without remuneration. A survey of the records in the various offices of the city government revealed deplorable conditions of storage and illegal destruction of archival materials. This prompted a demand on the part of the archivists for immediate centralization of the archives of all municipal offices and activities over 40 years old.

Nederlands Archievenblad, VOL. 63 (1958/59), NO. 2.

HARDENBERG, H., *Het restauratiebeginsel* (The principle of restoration). P. 57-65.

The Netherlands archival handbook (*Handleiding*) does not employ the term "principle of restoration," but its paragraph 16 deals with the principle of creating order (*ordeningsbeginsel*), which means essentially the same. Hardenberg presents a lengthy analysis of the terms *organisatie* (organization), *restauratie* (restoration), and *herkomstbeginsel* (principle of provenance) and of their relationship, particularly as they were intermingled inadvertently by the father of Dutch archival management, Samuel Muller. The principle of restoration cannot always be applied easily. An example is the archives of the Nedermaas District, which were restored by the author to the order they "probably" had at the end of the French occupation in 1814, without any attempt to reestablish the previous six or seven systems forced upon the archives since 1794. The principle of restoration applied too rigorously has led to confusion in handling nineteenth century archives. (Incidentally, we learn that as early as the fourteenth century administrators distinguished between archives and current records.) The principle of restoration was recommended by the makers of the *Handleiding* as a guide rather than as a fixed rule. The revision of the handbook now underway may help to remove

the widespread impression that the *Handleiding* establishes dogma rather than aids in choosing useful solutions of the problems of organizing archives.

WILLEMSEN, J., *De materiële archiefverzorging; het begrip archiefrestauratie* (The physical care of archives; the concept of archival restoration). P. 65-68.

To save is better than to replace. All restoration should leave the essential character of every document intact. Archives of the seventeenth and eighteenth centuries often present V-shaped indentations in the backs of bound volumes, accompanied by tears and loose boards; the text close to the inner margins is often not legible. This situation can be remedied only by resewing the signatures onto suitable strips. Weak backs develop also from the narrow parchment strips which, in the book-hinges, are drawn through the parchment cover; the best remedy for this condition is to omit the strips altogether when rebinding the volume. The cord ribs in so-called French binding often cause creases and folds over the entire length of the back of a book. Substitution of so-called "false" ribs retains the peculiar appearance of this binding without the obvious drawbacks of the true French binding.

PRINS, ELISABETH C. M., and T. J. NAUDIN TEN CATE, *In memoriam Dr. L. W. A. M. Lasonder*. P. 69-72.

Lasonder (1879-1958) was on the staff of the National Archives from 1913 to 1924. From 1919 to 1944 he was archivist of the Netherlands Reformed Church. He published many inventories, lists, articles, and book reviews. He was editor of *Nederlands Archivenblad* from 1920 to 1936.

HÖPPENER, RÉNE, *Het ontwerp archiefwet 1959; memorie van antwoord* (The draft of the archives law of 1959; explanatory memorandum). P. 73-87.

The Secretary of State for Education, Arts, and Sciences shows how the provisions of the proposed archives law differ from those of the law of 1918. The criticism of the proposed law centers chiefly about the following questions: Shall the archives law concern itself with systems of archive formation? What is the place of the provinces in archival legislation? Should an Archives Council be established? Höppener shares the view of many experts that the Archives Office ought not to dictate to governmental units on organization of their offices. The principal objective of transfer is to make public records accessible to the public. In the matter of record disposal the proposed law is only suggestive. A thorough study is necessary to determine which records may be destroyed without detriment to administrators and historians; decisions in this urgent area require close cooperation with departmental experts. Although a trend toward increased activities on the provincial level has been noticeable, resulting in bulkier records, the provinces overwhelmingly have objected to the establishment of provincial archival repositories. The provisions of the old law, therefore, have been retained in the draft, but provincial archives inspectors of professional rank (who also have certain supervisory functions over municipal and water district archives) are provided for. The proposed Archives Council (Archiefraad), primarily advisory in function, is to be constituted of representatives from the Permanent Commission for Postal and Archival Matters of the National Government, the Conference of National Archivists, and the National Commission of National History, and from public bodies including experts in political science and administrative law. Comment concerning specific articles and paragraphs of the draft law (p. 80-82) are followed by the draft itself, consisting of 8 chapters containing 44 articles (p. 82-87).

Kroniek (News). P. 88-92.

A report on the National Institute for Documentation of the Second World War. The activities of the institute were scheduled in 1955 to be concluded in 1961, but projects started will not be finished before 1964. ¶ Abstracts of archival periodicals (*Archivalische Zeitschrift*, *Archives*, and *Archeion*).

Boekbespreking (Book reviews). P. 93-96.

Berichten (Reports). P. 96-100.

Personnel changes at the National Archives; construction of repository buildings in the provinces; preparation of inventories for provincial, municipal, and ecclesiastical archives; transfers to the National Archives; activation of disposal schedules; reports on conditions in archives; microfilming projects; protection of documents and seals; space problems; organization of records; establishment of a cooperative archival center by five municipalities; and the report (1957) of the inspector for church archives.

Nederlands Archievenblad, VOL. 63 (1958/59), NO. 3.

Verslag der zeven en zeventigste algemene vergadering (Report of the 77th general meeting). P. 101-104.

The chairman reported at length on the events leading to withdrawal of the Archivists' Society from participation in the project of the Studiekring voor Overheidsdocumentatie (S. O. D.) concerning courses for archival care. The second important topic, presented by W. J. Formsma, was the proposed revision of the *Handleiding* (handbook). It was agreed to place this topic on the agenda of the next meeting.

FORMSMA, W. J., *De nieuwe handleiding. Opzet en uitvoering* (The new handbook; objective and execution). P. 104-110.

The committee decided the book should not be arranged as was the first edition, but is to reflect the present condition of Dutch archival management, and should, in addition, provide instructions for beginners. Neat separation of theoretical and practical aspects appears, however, impracticable. The first chapter is to deal with definitions, the second with the history and phenomenology of administration as well as archive formation. Then follow a discussion of the historic and scientific value of archives; an introduction to the study of archival management proper (*i.e.*, the principles and practice of archival order, the methods of describing the individual archives, the construction of the inventory, the disposal procedure); a list of professional terms, to be much larger than the old one (a special publication on old legal and administrative terminology is soon to be issued); and, finally, separate chapters dealing with registers, indexes, physical care of individual documents, and equipment.

WOLTRING, J., *Het geschil met Pruisen en Duitsland over de archieven van het Gelderse Overkwartier (1856-1898); een diplomatieke en interdepartementale correspondentie*. (The dispute with Prussia and Germany over the archives of the Upper Quarter of Geldern (1856-98); a diplomatic and interdepartmental exchange of letters). P. 111-123. Continued in no. 4, p. 143-151.

A full account of the diplomatic discussions between Prussia and Germany on the one hand and the Netherlands on the other concerning the archives of some areas in the present Province of Limburg (Netherlands) that passed to Germany through the Treaty of Utrecht in 1713.

MARIS, A. JOHANNA, *Aantekeningen omtrent het archief van het Klooster Bethlehem bij Doetinchem*. (Notes on the archives of the cloister of Bethlehem near Doetinchem). P. 123-129. Continued in no. 4, p. 151-159.

Miss Maris describes four documents, dating from 1250, concerning manuscripts donated to the cloister of Bethlehem near Zutphen in the Province of Geldern, and traces their history to explain why they are now, and rightly, in the State Archives of Kleve-Mark in Düsseldorf, Germany. In the second half of her essay she deals with the main body of archives of the cloister that are stored in the archival office in Zutphen and shows that many of the oldest records have survived. In spite of having been moved around a good deal after the Reformation they seem to have been preserved in remarkably good shape, thanks to the care of a series of faithful and capable officials doing their assigned duty.

Kroniek (News). P. 130-133.

Summaries of reports made for 1957 on the National Archives, provincial archives, and some of the new regional archives.

Boekbespreking (Reviews). P. 134-138.

Berichten (Reports). P. 138-140.

Largely reports of the Gemeente- en Waterschapsarchieven (Municipal and Water-District Archives). Included are reports from Delft, 's-Hertogenbosch, Leeuwarden, Leiden, Tilburg, and Vlaardingen. Delft has a new archives building with an air-conditioned vault, the first in the Netherlands.

Nederlands Archievenblad, VOL. 63 (1958/59), NO. 4.

SCHERFT, P., *Beginselen en methoden* (Principles and methods). P. 141-142.

The great freedom of action allowed Dutch archivists in dealing with older archives does not encourage complete disregard of basic principles, especially the principle of provenance. Various methods of restoration may and must be applied, but always in the hope of reconstructing as nearly as possible the original order. Scherft emphasizes the empirical nature of the archivist's methods in achieving the most efficient order, among which those applying the principles of analogy and function are the most useful.

BROUWER, H., *In memoriam H. Bonder*. P. 160-161.

Bonder served in the National Archives Office at Drente for 22 years before being transferred to a vacancy in the Second Division of the General Office at The Hague, from which he retired in February 1952. In each place he prepared many inventories and indexes.

Kroniek (News). P. 162-167.

A further report on the National Institute for Documentation of the Second World War. Services rendered increased during 1958, largely due to the documentation required in connection with an appropriation of an estimated 200 million guilders by the German government at Bonn for reparation of injuries suffered by the Netherlands during World War II. The dissolution of the Institute is anticipated by January 1, 1963, when all collections are to be transferred to the Royal Library. ¶ Abstracts of archival periodicals from Western Europe and of the *American Archivist*, vol. 21 (1958).

Boekbespreking (Reviews). P. 167-172.

Berichten (Reports). P. 172-176.

Notes on personnel in various offices of the National Archives; summary reports on municipal, water-district, and church archives; and notes on examinations and personnel changes. The municipal archives of Amsterdam, plagued by a workload that is continually increasing, has a small permanent staff that is hardly growing at all. Much listing, inventorying, and indexing is going on, however, in part with help such as was recruited by the agencies of the American New Deal in the 1930's.

University of Illinois

ICKO IBEN

Vignette

The veteran clerk of the Sixth Auditor's office is Rev. Matthew A. Turner. His term of service covers forty-three years. . . . In the administration of General Taylor, Mr. Turner was appointed to a clerkship in the Sixth Auditor's office, and there for nearly thirty years he has had charge of the archives. He enjoys the esteem of all his associates, who, on the fortieth anniversary of his connection with the office, presented him with a gold-headed ebony cane.

— Marshall Cushing, *The Story of Our Post Office*, p. 679 (Boston, 1893).

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

COMMITTEES, 1960-61

President Hamer announces appointments to the committees of the Society as follows:

Administrative Committees

AUDITING: de LaFayette Reid, *chairman*; Lester W. Smith.

LOCAL ARRANGEMENTS: Philip C. Brooks, *chairman*; Mrs. J. Roger DeWitt, president, Jackson County Historical Society; Richard M. Drake, chancellor, University of Kansas City; W. Wallace Smith, president, Reorganized Church of Latter Day Saints; W. Howard Adams, executive board member, Jackson County Historical Society; B. F. Cutcliffe, regional director, National Archives and Records Service; also James R. Fuchs, Betty Herscher, Philip D. Lagerquist, and Milton F. Perry of the Harry S. Truman Library Staff.

WALDO GIFFORD LELAND PRIZE: G. Philip Bauer, *chairman*; Julian P. Boyd and Philip C. Brooks.

NOMINATIONS—1961: Lucile M. Kane, *chairman*; William T. Alderson and Stephen T. Riley.

PROFESSIONAL STANDARDS: Mary Givens Bryan, *chairman*; Philip C. Brooks, Solon J. Buck, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Oliver W. Holmes, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, and Morris Radoff.

PROGRAM: Karl L. Trever, *chairman*; Edward N. Johnson, H. G. Jones, Herman Kahn, Roger H. McDonough, Nyle H. Miller, and George E. Warren.

PUBLICITY: Edward N. Johnson, *chairman*; Susannah C. Gentry and Elizabeth E. Hamer.

RESOLUTIONS: Ralph Burcham, *chairman*; Theodore J. Cassady and William S. Wallace.

Ad Hoc Committees

LONG RANGE PLANNING: Oliver W. Holmes, *chairman*; Herbert E. Angel, Robert H. Bahmer, Julian P. Boyd, Christopher Crittenden, William D. Overman, Ernst Posner, and Morris Radoff.

CIVIL WAR CENTENNIAL: Fred Shelley, *chairman*; Charlotte Capers, Sidney Forman, Dallas Irvine, Nyle H. Miller, William J. Petersen, Robert T. Quarles, Jr., Clement M. Silvestro, and Richard G. Wood.

Technical Advisory Committees

AUDIO-VISUAL: John M. Flory, *chairman*; Hermine Baumhofer and Elwood R. Maunder.

BIBLIOGRAPHY: Lester K. Born, *chairman*; William S. Ewing, Ernst Posner, and Grace Quimby.

BUILDINGS AND EQUIPMENT: Victor Gondos, Jr., *chairman*; Everett O. Alldredge, Leon deValinger, Jr., and Dorman H. Winfrey.

- MANUSCRIPTS (JOINT): Francis L. Berkeley, Jr., *chairman*; L. H. Butterfield, Lester J. Cappon, Lucile Kane, Watt P. Marchman, Howard Peckham, and Alice E. Smith.
- MICROFILMING: Richard W. Hale, Jr., *chairman*; Howard W. Crocker, T. Harold Jacobsen, Beatrice F. Lang, Albert H. Leisinger, Jr., and Dorothy K. Taylor.
- PRESERVATION METHODS: Gust Skordas, *chairman*; Dale Fields.
- RECORDS MANAGEMENT: William L. Rofes, *chairman*; Everett O. Alldredge, Rex Beach, John T. Caton, Belden Menkus, Thornton W. Mitchell, John W. Porter, and Thomas Wilds.

Special Area Committees

- BUSINESS RECORDS: Irene M. Strieby, *chairman*; Helen L. Davidson and Hazel Bruce, *asst. chairmen*; Norman T. Allen, William Benedon, A. A. Deter, Frederic J. Edmonds, Robert W. Lovett, Alice O. Riley, and William D. Overman (advisory member).
- CHURCH RECORDS: August R. Suelflow, *chairman*; Mabel Deutrich, Melvin Gingerich, Earle E. Olson, the Rev. Pascal M. Varieur, the Rev E. B. Vollmar, and Davis C. Woolley.
- COLLEGE AND UNIVERSITY ARCHIVES: Philip P. Mason, *chairman*; Helen L. Chatfield, May Dornin, Edith M. Fox, and Dorothy G. Harris.
- FEDERAL-STATE RELATIONS: Lewis J. Darter, Jr., *chairman*; Philip C. Brooks, Sherrod East, Olney W. Hill, H. G. Jones, and Morris Radoff.
- INTERNATIONAL RELATIONS: Ernst Posner, *chairman*; Lester K. Born, Philip Brower, Robert Claus, and David C. Duniway.
- LABOR UNION RECORDS: Paul Lewinson, *chairman*; the Rev. Henry J. Browne and Morris Rieger.
- MUNICIPAL RECORDS: Charles E. Hughes, Jr., *chairman*; James Katsaros, John Kerstetter, Lawrence J. LeGuennec, and Charles F. Poole.
- STATE RECORDS: H. G. Jones, *chairman*; Robert M. Brown, William N. Davis, Jr., Bruce C. Harding, Gust Skordas, George E. Warren, and Leon deValinger, Jr. (advisory member).

For current addresses of committee chairmen and members see the Society's current *Directory*, copies of which are still available from the treasurer, Leon deValinger, Jr., Box 710, Dover, Del., at \$1 each.

NEW MEMBERS

INDIVIDUAL: Lewis Atherton, Columbia, Mo.; Kenneth H. Beesley, New York City; Carlyle R. Bennett, Glen Oaks, L. I., N. Y.; Alan H. Bolton, New York City; Richard S. Brownlee, Columbia, Mo.; Robert H. Cain, Silver Spring, Md.; Sister M. Claude, Austin, Tex.; Gay Ebenezer, Boston, Mass.; Richard A. Erney, Madison, Wis.; Ignaz Ernst, Annandale, Va.; George B. Everton, Sr., Logan, Utah; Margaret Halligan, Waltham, Mass.; Benton L. Hatch, Amherst, Mass.; Hope K. Holdcamper, Washington, D. C.; Harley P. Holden, Shirley Center, Mass.; Y. P. Kathpalia, New Delhi, India; Cyrus B. King, Raleigh, N. C.; Sylvia Landress, New York City; Lawrence H. Larsen, Madison, Wis.; Clifford P. Monahan, Providence, R. I.; Hugh Montgomery, North Amherst, Mass.; Paul F. Murphy, Jr., Wheaton, Md.; the Rt. Rev. Msgr. R. A. Neudecker, Marshall, Minn.; Stephen T. Riley, Weston, Mass.; Virginia Rugheimer, Charleston, S. C.; Ruth Salisbury, Pittsburgh, Pa.; Edward J. Schaefer, Columbus, Ohio; Robert L. Treanor, Battle Creek, Mich.; Merle W. Wells, Boise, Idaho; Marie Woods, Columbia, Mo. INSTITUTIONAL: Baker Library, Harvard University, Boston, Mass.; Church Historical Society, Austin, Tex.; Department of Archives and History, Raleigh, N. C.; Essex Institute, Salem, Mass.; General Services Administration, Boston, Mass.; Holy Cross College, Worcester, Mass.; Joseph Downs Manuscript Library,

Winterthur, Del.; Library Periodical Service, Salt Lake City, Utah; Nevada Historical Society, Reno, Nev.; Social Security Administration, Baltimore, Md.; Western Historical Manuscripts Collection, Columbia, Mo.

DEATHS OF MEMBERS

JAMES HAROLD EASTERBY, historian, Director of the South Carolina Archives Department; in Columbia, S. C., December 29, 1960, at the age of 62. An obituary appears elsewhere in this issue.

(Deaths of persons not members of the Society, if considered to be of interest to readers of this journal, are reported under appropriate domestic or foreign geographical headings.)

MINUTES OF THE COUNCIL

Boston, October 5, 1960

The Council meeting was called to order at 8:00 p.m. in the suite of President Mary G. Bryan at the Somerset Hotel, Boston, Mass. Those present were Mary G. Bryan, Dolores C. Renze, Leon deValinger, Jr., Herman Kahn, and Kenneth Munden. Informal discussion of matters of general interest ensued until 9:30 p.m., at which time Philip M. Hamer and Wayne C. Grover reported in and the formal meeting got underway.

It was voted to dispense with reading the Council minutes for April 19, 1960, since these had been circulated by mail and approved as published in the *American Archivist*. One minor correction and addition was approved: in the paragraph relating to the Special Finance Committee study for report on increase of revenue, the number of additional members was changed to "five" and the name of Randolph Church was added.

The president digressed from the regular order of business to have the Council hear an oral report from Oliver W. Holmes on matters that had been referred to him as chairman of the Long Range Planning Committee and chairman of the Committee on Professional Standards. Mr. Holmes indicated that he had thus far been unable to develop with his Long Range Planning Committee any concrete proposals to bring before the Council. He also indicated that the Committee on Professional Standards would meet on October 6 to discuss a specific question referred to it by the Council relating to the dismissal of a qualified State Archivist, purportedly for political expediency. He assured the Council that he would present a written report with recommendations to the October 7 Council meeting. The Council discussed the problem at some length but took no formal action pending receipt of Mr. Holmes' report. Mr. Holmes withdrew, and the business of the meeting continued.

The matter of an "American specialist" on the International Technical Committee for the projected Guide to the Sources of Latin American History was discussed in the light of Ernst Posner's report to the president. (Dr. Posner has served as the Society's temporary representative and now wishes to be relieved of the assignment.) It was proposed that the Society appoint a national committee for this purpose and that the chairman of the committee act as the United States member of the International Technical Committee. Names of members of the Society of American Archivists were offered from

which a five-member committee could be appointed: Henry Beers, Philip Brooks, Seymour Connor, George P. Hammond, Myra Jenkins, Gaston Litton, Ward Alan Minge, T. R. Schellenberg, and George S. Ulibarri. On motion of Wayne C. Grover, seconded by Leon deValinger, Jr., it was voted that the incoming president appoint such a committee and designate its chairman as soon as possible. It was specified that the Council desires to maintain close liaison with the committee and the work it may undertake.

Since Council members Grover, Hamer, and Kahn wished to withdraw from the meeting by 11 p.m., the next item of business considered was the report and recommendations of the Special Committee on Finances, by Mr. deValinger, chairman. An extended written report was filed, with recommendation that the Council endorse a proposed constitutional amendment for an increase of dues.

After a comprehensive discussion the Council voted to adopt the committee's recommendation and to present the constitutional amendment for increased dues at the annual meeting on October 6. The secretary was directed to prepare the necessary resolution for presentation at that meeting, at which a majority vote of those present would be required for passage. Also, as recommended in the financial study, the subscription rate to the *American Archivist* was unanimously raised from \$7 to \$10. (Subscription rates for the journal are set by the Council.) On motion to adjourn until October 7, offered by Mr. Grover, seconded by Mr. Hamer, the meeting adjourned at 11 p.m.

DOLORES C. RENZE, *Secretary*

Boston, October 7, 1960

The first 1960-61 Council meeting was called to order at 8:30 a.m. by President Philip M. Hamer, in Suite 706 of the Somerset Hotel, Boston, Mass. Present were the following: President Philip Hamer, Vice President Robert Bahmer, Secretary Dolores C. Renze, Treasurer Leon deValinger, Jr., Editor Ken Munden, and Council Members Lucile Kane and Herman Kahn. (Mr. Kahn withdrew at 9:30 a.m.).

A written report submitted by Oliver W. Holmes as chairman of the Committee on Professional Standards was read and after extended discussion adopted in principle by the Council on motion of Ken Munden, seconded by Lucile Kane. The basic thesis was that the Council shall not intervene in professional dismissals unless a request to do so is formally presented in writing by the aggrieved member; that the Committee on Professional Standards shall then make a careful investigation of the circumstances and shall report to the Council, which shall then decide the action to be taken, if any.

The proposed project for a survey and study of the State Archives, which had been prepared by the Committee on State Records, was discussed at some length, and approval was given for its presentation to the Council on Library Resources at an early date. President Hamer and Secretary Renze were authorized, on motion of Robert Bahmer seconded by Lucile Kane, to meet with C. L. R. officials in Washington on October 13, at 10 a.m., relating to the proposal. Since the director for the project has not been selected, further

exploration on this point will be necessary before formal filing of a project request. Results of the conference with C. L. R. officials will be reported at the December meeting.

The December Council meeting was set for December 28 at 3:30 p.m. in New York City at the Statler-Hilton Hotel, following the annual luncheon meeting of the Society and the American Historical Association.

The meeting was adjourned at 11:00 a.m.

DOLORES C. RENZE, *Secretary*

New York City, December 28, 1960

The midwinter Council meeting was called to order on December 28 at 3:45 p.m. by President Philip M. Hamer in his suite at the Statler-Hilton Hotel. The president, the secretary, the treasurer, the editor, and Council members Herman Kahn, W. Kaye Lamb, and William D. Overman were present. On motion, duly seconded, it was voted to dispense with reading the minutes of the Council meetings of October 5 and 7, 1960, since they had been circulated with no corrections or additions offered. They will be printed in the *American Archivist*. [Editor's note: See above.]

President Hamer reported that J. Harold Easterby of South Carolina was seriously ill and that it would be advisable to name an alternate to him as a member of the 1960-61 Committee on Nominations. President Hamer also announced that Lewis J. Darter, Jr., will succeed Sherrod East as chairman of the Federal-State Relations Committee; H. G. Jones of North Carolina will be the new chairman of the State Records Committee. Julian P. Boyd was named for a three-year term as member of the Waldo Gifford Leland Prize Committee.

The nomination of T. R. Schellenberg was presented as the American specialist to serve on the International Technical Committee concerned with work on the Guide to the Sources of Latin American History undertaken by the International Council of Archives under the auspices of Unesco. The appointment was unanimously approved. Dr. Schellenberg will be asked to recruit a working committee to prepare recommendations as to the scope and plan for participation for presentation to the Council at its Spring meeting. The Council particularly wishes to know in advance of any financial obligation that the proposal may entail.

Satisfactory progress on the 1961 annual meeting plans and programing was reported. Also, the president reported briefly on the State records grant proposal, which is still being held in abeyance for various reasons set forth by President Hamer.

Mrs. Renze reported on the third annual Cultural Group meeting sponsored by museums, historical societies, and other interested agencies. It was voted to continue participation as observers if an invitation is extended again this year. The secretary also reported for the Z39 project of the American Standards Association as presented by Robert Garrison, who substituted for Seymour Pomrenze, the Society's delegate. The council voted to continue participation and to be represented again by Seymour Pomrenze for 1960-61.

Treasurer deValinger reported a favorable balance from the annual meeting, although some bills are still outstanding. His final report will be made at the Spring Council meeting. Mr. deValinger next gave his quarterly financial report, which was filed with the secretary.

The treasurer next presented the Finance Committee's budget proposal (\$11,595), which was amended by reducing the allocation for publishing the *American Archivist* by \$125, making the total budget figure \$11,470. Mr. deValinger then submitted a proposal that the Society's fiscal year, which now ends June 30, be changed to coincide with the calendar year. On motion of Mrs. Renze, seconded by Mr. Lamb, the calendar fiscal year was adopted. (The treasurer will prepare an interim budget for the period July 1 to December 31, 1961, with the next full fiscal year budget presentation to be for January 1 to December 31, 1962.)

The treasurer also brought to the Council's attention the necessity for planning conservation of life membership fees in order that income from the investment can be used for annual expenses chargeable to such memberships. The Council approved such planning and delegated the matter to the Committee on Finance for handling.

The editor reported on matters relating to the *American Archivist*, and the following recommendations were approved by the Council:

1. In the future the editor will be furnished 10 rather than 30 copies of the published journal. Of these, five are to be used to provide authors with "tear sheet" copies of their articles, reviews, or abstracts; publishers with copies of reviews; authors of books reviewed with copies of reviews; and publishers and others with copies of items quoted by special permission. Two copies must be sent to the Register of Copyrights. The remaining three copies will be used as the editor wishes. The resulting savings will amount to the cost of 20 copies of the journal, and the cutting and distributing work in the editor's office will be reduced.
2. Authors of articles in the *American Archivist* may obtain individual copyrights if they wish, pursuant to the necessary procedures outlined by Mr. Munden.
3. The editor was granted permission to restore the April 1961 issue to four forms.

Discussion by the Council relating to the time of the 1962 and 1963 annual meetings resulted in the following preferences: For 1962 at Rochester—consideration of early September was urged. For 1963—early October, although it was noted that since the Society will meet that year jointly with the American Association for State and Local History any arrangement for time must be coordinated with that group and the North Carolina Department of Archives and History. The Cavalier Hotel appears to be a satisfactory hotel for the Raleigh meeting.

A report from Ernst Posner, chairman of the Committee on International Relations, was made relating to imprisonment of Lu Tsu Ying of the Nationalist China Archives. The Council declined to take any action or express an opinion on the matter, which it felt to be beyond its purview.

There being no further business, the Council adjourned at 6:20 p.m.

DOLORES C. RENZE, *Secretary*

MINUTES OF THE ANNUAL BUSINESS MEETING

Boston, October 6, 1960

The meeting was called to order in the Regency Ball Room of the Somerset Hotel at 9:30 p.m., October 6, 1960, by President Mary G. Bryan. Approximately 250 members were in attendance. A motion was proposed and adopted to dispense with the reading of the minutes of the 1959 annual business meeting and to accept them as published in the *American Archivist*, 23: 214-216 (Apr. 1960).

The annual financial report was given by Treasurer Leon deValinger, Jr. The Society's cash assets as of June 30, 1960, were \$22,892.74; these included 1959-60 receipts of \$12,338.97, of which \$2,122.71 represents liquidation of a savings account utilized to defray in part expenses of publishing the index to vols. 1-20 of the *American Archivist*. Disbursements for the current year were \$14,261.12. In his annual report the treasurer warned that unless the Society is to liquidate its reserves, serious and immediate consideration must be given to increase of revenues. The financial statement and annual report were filed for record with the secretary and ordered published in the *American Archivist*. [Editor's note: See below.]

The Auditing Committee's report was read by the secretary in the absence of the chairman, Vincent A. Nunziato. Secretary Renze's motion to adopt the report was seconded and unanimously passed, with appreciation for Mr. deValinger's methodical presentation of financial detail.

The annual report of the secretary was next given by Mrs. Renze. It was filed for the record and will be published in a forthcoming issue of the *American Archivist*. [Editor's note: The secretary's report is printed below.] Mrs. Renze read into the record the names of the 1960 elected Fellows. They are: John C. L. Andreassen, Dorothy C. Barck, Elizabeth H. Buck, Meredith B. Colket, Jr., Elizabeth B. Drewry, Herman R. Friis, Elizabeth E. Hamer, William Edwin Hemphill, Olney W. Hill, Emmett J. Leahy, Edgar B. Nixon, and St. George L. Sioussat. (Presentation of certificates had been made by the chairman of the Committee on Professional Standards for 1959-60, Oliver W. Holmes, at the annual dinner. Present to receive them were Messrs. Andreassen and Colket, Miss Drewry, Mrs. Hamer, and Messrs. Hemphill, Hill, Leahy, and Nixon. Those not in attendance received their certificates by mail after the annual meeting.)

Also, for the record, the recipient of the 1960 Waldo Gifford Leland Prize was Julian Parks Boyd of Princeton University for his essay "These Precious Monuments of . . . Our History," in *American Archivist*, 22: 147-180 (Apr. 1959). (The prize had been awarded at the annual dinner by Lester J. Cappon, chairman of the 1959-60 committee. It consisted of a handsome walnut box with certificate engraved on a silver plaque affixed to the top of the box.)

On behalf of the Council, the president reported on sponsorship of a proposal to amend that section of the constitution relating to dues. In order for the Society to meet its current financial obligations without dissipating its permanent reserves, and after careful consideration, the Council had unani-

mously adopted the report of the Special Committee on Revenue. Therefore, pursuant to the committee's recommendations, the secretary was called forward to read the following resolution.

Resolved, that favorable consideration be given by the membership in annual meeting assembled to amend article 3, paragraph 6, of the Society's constitution now reading as follows:

The dues of an individual member shall be six dollars a year; of an institutional member, ten dollars; of an institutional member in the sustaining category one hundred to five hundred dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of one hundred dollars.

Mrs. Renze moved that this section be amended by striking out the word *six*, line 1, paragraph 6, and inserting instead the word *ten*. The section would then read:

The dues of an individual member shall be ten dollars a year; of an institutional member, ten dollars; of an institutional member in the sustaining category one hundred to five hundred dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of one hundred dollars.

The motion was seconded by Mr. O'Neil from the floor and, on call of the president for discussion, an amendment to the amendment was offered by Mr. Posner, seconded by Mr. Ruddell, that life membership dues be increased from one hundred to two hundred dollars. It was voted to include this amendment in the proposed amendment. After brief discussion from the floor a vote on the amended amendment to the constitution was called for and was carried with but six dissenting votes. The constitution now reads:

The dues of an individual member shall be ten dollars a year; of an institutional member, ten dollars; of an institutional member in the sustaining category one hundred to five hundred dollars a year. An individual member may become a life member, exempt from further dues, by payment of a fee of two hundred dollars.

It was stipulated that the dues increase would become effective November 1, 1960, applicable on an anniversary date basis.

The president then called for the report of the Committee on Nominations (Wayne Grover, chairman; Seymour Pomrenze, Henry J. Browne, and Morris Radoff). On behalf of the committee, Mr. Grover placed in nomination the following names for 1960-61 officers, noting the percentage of members who had suggested the nominations: vice president, Robert H. Bahmer, 59%; secretary, Dolores C. Renze, 98%; treasurer, Leon deValinger, Jr., 99%; Council member, William C. Overman, 49%. Suggestions for other nominations were scattered, with no significant percentage shown for any one name.

With no further nominations offered from the floor, it was moved, seconded, and passed *viva voce* that the secretary be instructed to cast the unanimous ballot for the election of these persons as 1960-61 officers.

The vice president as president-elect assumed the chair and announced the following committee appointments for 1961: Nominations Committee—Lucile Kane, chairman, Stephen Riley of Massachusetts and J. Harold Easterby of South Carolina; Program Committee—Karl Trever, chairman; Local Ar-

rangements Committee—Philip C. Brooks, chairman. Other committee appointments will be announced later. [*Editor's note*: See above.] A call for the report of the Committee on Resolutions brought forward Chairman Howard W. Crocker. His report was unanimously adopted and ordered printed in the *American Archivist*. [*Editor's note*: See 24: 114 (Jan. 1961).]

The meeting was declared adjourned at 10:47 p.m.

DOLORES C. RENZE, *Secretary*

REPORT OF THE SECRETARY, 1959-60

Each year at this time your secretary is faced with making her annual accounting.

It is becoming evident that the problems of the archival profession are inherently grave at State and local levels. In consequence of this a large and ever increasing correspondence is flowing through the Secretary's office from State, county, and municipal jurisdictions asking for guidance, information, or support for programs being developed, bogged down, or in danger of being relegated to substandard, shortsighted, nonprofessional areas, where little if any thought is given to the preservation of the permanent record. In fact, there is now a danger that some States in which significant steps have been taken to develop programs under competent archivists will be set back to a point where advance will become impossible unless the archival profession takes action.

Our scholarship is being relegated to the competence of automation and the management-accountant mind. Although these techniques have their proper uses, we must be able to present factual information that will enable archival jurisdictions to do effective planning in relation to the records. This will require enlightened leadership and enlightened archival practices. The problems are by no means limited to governmental archives; business, church, college, and university archives are equally involved.

As a professional society now on the threshold of maturity we are rightly concerned with attracting able people to membership and holding them as members. This task is no small one. Witness that during this past year I have written personal letters to nearly 1,000 prospects for membership, with the result that 95 new individual members, 26 institutional members, 26 subscribers, and 1 exchange—a total of 148—have been added to our rolls. But 123 members have dropped out, leaving a net gain of only 25. Some of the dropouts were because of retirement, death, or leaving the profession, but all too many were because of lack of interest in associating with the profession. (In passing, I wish to acknowledge the special help of Ken Munden, August Suellflow, Father Varieur, and Philip Mason in membership recruitment.) A formal invitation to membership and an annual brochure have been designed; these have greatly expedited this work. A dignified membership card has also been printed and is available to members on request.

During the past year I have attended all Council meetings, conducted the correspondence of my office, and worked with officers, Council members, and committee chairmen in executing the day-to-day program of the Society.

At the risk of being repetitious, I feel constrained to remind the membership again that the office of secretary is strenuous, requiring great sacrifice of personal time and interests to accomplish even the essentials. Especially is this true when the responsibility is added to a full-time professional State archival function under an advanced program and when the financial support for the Society is meager, coming solely from the modest dues and subscription rates now in effect.

The membership is fortunate, indeed, to have an able and conscientious treasurer, who also devotes long hours to his area of administrative responsibility in addition to his full-time professional duties. Nor should I omit to mention the accomplishment of the editor, whose fine work is reflected in the *American Archivist*, and of the many others who contribute much to the operation of what is now a sizable organization, world-wide in scope.

As has been my practice, I shall file with the editor for publication the reports of the various committee chairmen as received.

In closing, I would offer a suggestion for development during the coming year. The 25th anniversary of the Society's founding should mean the coming of age of the American archival profession. In 1912 Louis Brandeis set forth the peculiar characteristics of a profession as:

1. An occupation for which training is intellectual in character, involving knowledge and learning as distinguished from mere skill.
2. An occupation which is pursued largely for others and not merely for oneself.
3. An occupation in which financial return is not the accepted measure of success.

I think, however, that the decisive feature distinguishing professional from other activities is this: *that members occupy a peculiar position of trust toward the public and toward a special clientele.* This trust demands competent practitioners supported by a code of ethics. I would remind you to read carefully Dr. Grover's fine "Archivist's Code." We should formally adopt it as a professional guide. [*Editor's note: See American Archivist*, 18:307 (Oct. 1955).]

We are confronted with a crucial question: *Is our occupation required by society to support, protect, and advance some firmly held public value?* The sacrifices of professionalism must include:

1. Long and careful preparation with implicit high standards.
2. A set of loyalties outside the individual affiliation.
3. A substantial investment of time in keeping up with changes in practice.

The advantages our profession *can* afford its practitioners include:

1. A code of ethics to support and direct the conscience of the practitioners.
2. Work incentive coming from within, not from superiors' rewards and punishments.
3. More remunerative salaries for qualified practitioners through establishing and enforcing standards of competence.

Applying these characteristics as the criteria of established professions, we must today answer no to the question: is archival work a profession?

These basic challenges remain: should it be?—and, if so, what can we do to make it one in the full sense of the word?

Can we meet this challenge in the coming decade?—and how?

What are you personally willing to do? Are you willing to accept the responsibilities and obligations of a profession?

I hope that the many diverse areas of our Society will bring to this challenge their best and most imaginative thought, so that in the next several years we may make significant contributions to the continuing emergence of a responsible profession—and a responsive membership.

DOLORES C. RENZE, *Secretary*

REPORT OF THE TREASURER, JULY 1, 1959-JUNE 30, 1960

The cash assets of the Society for the fiscal year ending June 30, 1960, were \$22,892.74. Upon analyzing this figure it is disclosed that \$5,118.50 was received from the different membership classifications; \$2,933.00 from subscriptions to the *American Archivist*; \$308.00 was derived from the sale of back issues of the *American Archivist*; \$65.00 from the sale of microfilm copies and reprints; \$482.50 from the sale of advertising space in the *American Archivist*; \$354.12 from the sale of the *General Index to the American Archivist, Volumes I-XX*; and \$5.50 from the sale of the *Directory*. Thanks to the excellent management of our Local Arrangements Committee at the annual meeting in Philadelphia last year we gained receipts for the treasury of \$374.85.

Just as most of you have noticed an increase in household and business expenditures, so your Society has experienced increased expenditures during the past fiscal year, amounting to \$12,088.41. Of this total \$2,242.30 was disbursed for administrative expenses; \$6,799.43 for the printing and mailing of the *American Archivist*; \$2,496.85 for the publication of the *General Index to the American Archivist, Volumes I-XX*; \$72.16 for expenses of the midwinter meeting; \$46.50 for the purchase of microfilm; and \$91.23 for the purchase of back issues of the *American Archivist*.

Although the Society is still solvent, it should be brought to your attention that during the past fiscal year we reduced our reserves by expending one of the savings accounts, in the amount of \$2,122.71, which was used to help defray most of the publishing costs of the *Index*. We still have two savings accounts, in the total amount of \$4,478.05. In addition there is the Waldo Gifford Leland Prize Fund account, in the amount of \$1,108.27. The total of these three funds now amounts to \$5,586.32, which realized a total interest of \$274.79.

Following the payment of all bills submitted during the fiscal year ending June 30, 1960, there was a balance of \$3,045.30 remaining in the checking account. Unless your Society is to liquidate its reserves, serious consideration will have to be given to methods of raising additional revenue. A statement itemizing details of receipts, expenditures, and cash on hand is being deposited with the secretary for the permanent records of the Society and another copy is being transmitted to the editor for publication in the *American Archivist*.

LEON DEVALINGER, JR., *Treasurer*

THE AMERICAN ARCHIVIST

FINANCIAL STATEMENT

Fiscal Year July 1, 1959-June 30, 1960

REVENUES: Bank balance June 30, 1959		\$10,553.77
Annual meeting receipts, 1959	\$ 674.85	
Annual dues	5,118.50	
Subscriptions	2,933.00	
Sale of back issues, <i>American Archivist</i>	308.00	
Sale of microfilm and reprints	65.00	
Sale of <i>Directory</i>	5.50	
Sale of <i>Index</i>	354.12	
Sale of advertising space	482.50	
Interest on savings accounts	224.79	
Leland Prize awards	50.00	
Evans savings account #48025	2,122.71	12,338.97
TOTAL REVENUE		\$22,892.74
DISBURSEMENTS:		
Advances for annual meetings (1959 & 1960)	\$ 300.00	
Administrative expenses:		
President—		
Travel	\$ 50.00	
Rubber stamp	3.67	53.67
Secretary—		
Postage	200.00	
Stationery	546.67	
Printing	64.50	
Travel	255.04	
Communications	16.93	
Other	88.07	1,171.21
Treasurer—		
Postage	121.99	
Stationery	30.35	
Travel	7.04	
Clerical	253.00	
Other	30.03	442.41
Editors		191.04
Committees		383.97
The Torch Press—		
<i>American Archivist</i>	6,799.43	
<i>Index</i>	2,496.85	
Cards for midwinter meeting	72.16	
Refunds	22.00	
Purchase of microfilm and copies	46.50	
Purchase of back issues	91.23	
International Council dues	17.44	
Canadian check service charge	.50	
Evans savings account #48025, closed	2,122.71	
Leland Fund, Empire savings account #30696, with- drawal	50.00	14,261.12
BALANCE ON HAND		\$ 8,631.62

RECONCILIATION:

Bank balance June 30, 1959	\$10,553.77	
Total receipts	12,338.97	
Total assets	22,892.74	
Less disbursements	14,261.12	8,631.62
Cash in checking account June 30, 1960	3,045.30	
Cashing in savings accounts:		
#183127—Firestone Bank, Ohio	\$3,357.77	
#30202 —Empire Savings, Denver	1,120.28	
#30696 —Empire Savings, Denver	1,108.27	5,586.32
		8,631.62

REPORT OF THE AUDITING COMMITTEE

The treasurer, Leon deValinger, Jr., has made available to the Auditing Committee statements covering in detail the fiscal operations of the Society for the period beginning July 1, 1959, and ending June 30, 1960.

Each member of the Auditing Committee (Esther C. Mallory, Elwood R. Maunder, and the undersigned) has independently reviewed and analyzed the statements and schedules submitted by the treasurer. It is the opinion of this committee that each transaction has been adequately documented and balances are in proof.

This committee wishes to express its sincere appreciation to Mr. deValinger for having made this committee's job that much easier by his methodical and clearly presented report and his willingness to answer all our questions.

VINCENT A. NUNZIATO, *Chairman*

ABRIDGED COMMITTEE REPORTS, 1959-60

Committee on Archival Buildings and Equipment

The committee has been active with lectures, workshops, correspondence, and conferences. Building developments were noteworthy this year, with South Carolina, Massachusetts, Pennsylvania, Georgia, and Texas either completing, building, or planning new archival facilities.

The committee sponsored a workshop session at the 1959 Philadelphia meeting of the S.A.A. (reported in *American Archivist*, 23:92); in June 1960 the chairman and Everett O. Alldredge lectured respectively on archival buildings and records centers at the American University's summer institute in records management and archives administration; and in August the chairman visited archival buildings in Stockholm and Copenhagen and conferred with Dr. Harald Jorgensen on plans for four modern fireproof buildings for Denmark's provincial archives.

Literature on archival equipment and/or buildings was distributed to many inquirers, among them the Jewish Historical General Archives in Jerusalem, the Harry S. Truman Library, the U. S. Naval Academy, the Universities of Vermont and Virginia, and a correspondent in South Africa. To the last were sent also photostat plans of the Maryland Hall of Records and the Tennessee State Library and Archives.

VICTOR GONDOS, JR., A. I. A., *Chairman*

Committee on Federal-State Relations

It was anticipated that during this year little activity would be required on behalf of the Office of Civil and Defense Mobilization (OCDM), in view of the committee's efforts during the previous year in support of the continuity of government program of that agency, especially of proposed legislation pertaining to the preservation of essential State and community records.

The committee's chief concern this year has been to open channels of communication between Federal and State records officers. Lewis J. Darter of the Office of Records Management, National Archives and Records Service (NARS), arranged to have the Archivist of the United States put all State Archivists and record officers (as listed by our Society's Committee on State Records) on the mailing list for distribution of General Services Administration regulations under Title 3, which pertains to the control and administration of Federal records. This action will insure that State record officers receive the general disposition schedules promulgated by NARS and will be kept abreast of developments in Federal records administration. The Office of Records Management, NARS, was also asked by the committee to discuss with OCDM a codification of information on the types of Federal records selected for special protection under the Federal program for continuity of government, as such information might be useful to the States in working out their own criteria for identification, selection, and protection of vital records. A publication of this kind will require financing, which the committee believes OCDM can and should provide.

SHERROD EAST, *Chairman*

Committee on Labor Union Records

Your committee is not quite prepared to say that it has finished the tasks that it has set itself. It did embark on the questionnaire to labor unions that makes up its last project. This was mailed on August 18. A few more than 50 returns have been received thus far, from about 260 sent. This is a return rate of some 20%, about the normal response. In only one case did the reply take the form of a rude rebuff, when a minor transportation union (not AFL-CIO) asked us on an otherwise unfilled questionnaire, in effect, "What are you selling?" The Steel Workers, on the other hand, replied rather fully and enclosed a processed report on something that looks very like a considerable records management unit. It is surprising that some of the older more self- and history-conscious unions—especially in the garment trades—have not yet been heard from. Nor has the AFL-CIO itself.

Several questions remain on which the Society's guidance is requested:

1. After some little lapse of time, shall a followup questionnaire be sent to non-respondents? If we assume a followup to 200 unions, the postal costs (including a stamped return envelope and postcard of acknowledgment) would come to \$26.

2. Assuming that the aggregate of replies justifies a summary article on the results of this project, where should such an article be published? Is it too specialized in subject matter for the *American Archivist*? Should it be offered in the first instance to a specialized periodical, and if so what? Should it be offered to the *American Federationist*?

3. Again assuming that the results justify, would the Society be interested in making reproductions of a microfilm of the questionnaire available on a cost-plus basis to interested scholars, libraries, and others?

The chairman wishes to acknowledge assistance with the questionnaire from the following men who are not members of the committee: Ezra Glaser, now of the Bureau of Standards; Albert Leisinger, of the National Archives; and Paul Claussen, of Alexandria, Va.

PAUL LEWINSON, *Chairman*

Committee on Microfilming

The committee has been working on the problem of the proper management of microfilm; these criteria were exemplified in an exhibit at the Boston meeting. In order to insure coordination of efforts in this field, the committee has exchanged its ideas and reached agreement with the Bibliographical Control of Microforms Project, the director of which, Wesley Simonton, came to the Boston meeting for this express purpose.

Furthermore, the committee has discovered that several projects are afoot among archivists to write procedural manuals for the guidance of those who desire to make

microfilm or to have it made. It has arranged to incorporate these into one manual. The committee has real hopes that the actions it has helped initiate will make microfilm the easiest photographic material to manage and will mark a great advance over the present situation.

RICHARD W. HALE, JR., *Chairman*

Long-Range Planning Committee

Despite my desire when president of the Society to reactivate this committee, I now as chairman have a negative report to present. At least three attempts were made to get the committee together, but each failed. As chairman I accumulated background material on the records and recommendations of the predecessor committee so that we could discuss which unfinished projects should be resumed. Suggestions for new activities were received from members of the committee, from the secretary of the Society, and from others. But I felt we should get together at least for our first meeting and agree on a program and priorities, after which we could do more by correspondence. My consolation is that the first committee took several years to get started but accomplished something significant before it went out of existence. We shall try to hold a meeting in Boston (although it appears that not more than four members will be present), and we shall try again at the American Historical Association meeting in New York in December. The latter meeting should be fruitful. Once initial decisions have been reached, progress can be made through correspondence in the hope of presenting useful recommendations to the Council. My own hope—shared, I believe, by some others—is that we shall take as our first subject for study the organizational problems of the expanding Society, with special attention to the need for a paid secretariat.

OLIVER W. HOLMES, *Chairman*

Committee on Records Management

At present the committee is working on a survey of records management in State governments, a survey of courses in records management offered at the college and post graduate levels, a curriculum setting forth the academic background necessary for those who wish to enter the records management field, and a series of standard position or functional descriptions for records management.* The committee planned the program for the workshop on records management at the annual meeting in Boston.

"The chairman is preparing a personal polemic tentatively entitled 'A Records Manager Looks at Archivists,' and requests that this be considered for publication in the *American Archivist*. The article is admitted to be personal, disputatious, and irritating. It will not be a soporific, but a spur intended to burst the bombastic balloon that has lifted the relationship of archivists and records managers to the troposphere. (Meteorologically, in the troposphere temperature rapidly decreases with altitude, and clouds form.)"

This was a "building" year. The foundation is in; next year should bring positive accomplishments and contributions.

WILLIAM L. ROFES, *Chairman*

* *Editor's note:* To facilitate its study the committee requests that it be furnished copies of position descriptions in the records management field, both business and government. These should show salary range and, in the case of business and industry, the total number of employees in the company. The descriptions should be sent direct to Thornton W. Mitchell, 789 Dennison Ave., Columbus 15, Ohio.—D. H. G.

State Records Committee

At a breakfast meeting in October 1959 in Philadelphia the late Howard Merritt, then Acting Archivist of Wisconsin, was invited to explain Wisconsin's governmental reorganization and its effect on the administration of the State's archives. On learning that the archives and records management functions were to be administered by sepa-

rate agencies, the committee unanimously agreed that the authority and responsibilities for an archives and records program should be defined by law and administered by a State Archives and Records Service with authority over current as well as old records. The committee's views were incorporated in a resolution forwarded to the director of the Wisconsin Department of Administration. During the summer the Wisconsin Archivist and the State's Records Management Supervisor asked the advice of committee members on several matters concerning records of research usefulness closed to the public. The individual committee members' replies, based on their experience, policies, and established procedures, were forwarded direct to Wisconsin.

The *Directory of Archival Agencies, 1959*, a committee-sponsored project, was edited, published, and distributed by the Archivist of North Carolina at no cost to the Society.

The committee worked closely with the Society's Council in preparing a request for a grant from the Council on Library Resources to finance a study of the role of State Archives in the 50 States and Puerto Rico. It also gathered information from State Archivists concerning facilities for the protection and preservation of records, for presentation at the Fourth International Congress of Archivists.

A 1960 directory of State Archivists was distributed at the annual meeting in Boston.

ROBERT M. BROWN, *Chairman*

WINTER LUNCHEON MEETING

The Society held its usual winter luncheon meeting in New York City on December 28, 1960, during the annual meeting of the American Historical Association. Former U. S. President Harry S. Truman attended the luncheon and received from Society President Philip M. Hamer a leather-bound certificate attesting his honorary membership in the Society (voted by the Council on June 12, 1959). In accepting the membership Mr. Truman remarked: "I'm highly honored, because I'm kind of a nut on the subject of public records." He expressed the hope that all presidential papers "will be indexed and microfilmed, so that the poor fellow who can't afford to go to a university can consult them. . . . If presidential papers go to a university, you might as well dig a hole and bury them six feet deep." (For further quotation see the *New York Times* and the *New York Herald Tribune* of December 29. For a photograph commemorating the occasion see the frontispiece of this issue of the *American Archivist*.)

The principal address at the luncheon—Walter Muir Whitehill's "In My Father's House Are Many Mansions"—is printed in this issue.

TECHNICAL NEWS

As noted in earlier issues, the Virginia State Library, with the technical supervision of William J. Barrow, its document restorer, made two studies between June 1957 and June 1960 related to the preservation of modern printed materials. One study dealt with the extent and cause of paper deterioration in 500 modern books of nonfiction (published from 1900 to 1949) and with methods of checking the high rate of deterioration; the other tried to establish a reasonable target-standard for permanent/durable book paper and to devise a paper that would meet the target-standard within an acceptable price range. The first study was reviewed in the July 1960 issue of this magazine; the second study and the published report of a conference

called to discuss the whole problem are reviewed in this issue by Harry F. Lewis, whose valuable article, "The Deterioration of Book Paper in Library Use" (*American Archivist*, 22: 309-322; July 1959), many of our readers will recall. The conference recommended that the American Library Association form a continuing committee with representatives of the many components of the book world, to pursue the problems. Eric Moon, in an editorial in the *Library Journal* (Nov. 1, 1960, p. 3944) suggests: "Perhaps the librarians on this committee should concentrate their main efforts towards the solution of what should be preserved. The method and techniques might be easier to visualize if the job can be brought down to realistic proportions."

MEETINGS

American Documentation Institute

The annual meeting, held in Berkeley, Calif., October 23-27, had program sessions covering the present state of documentation, classification and indexing, automatic storage and retrieval systems, and coordination of documentation research and information service in the United States. Two workshops covered copying techniques and a demonstration of simple mechanical systems. John B. Kaiser, appointed executive director of the institute, effective October 1, has opened offices at 1025 Connecticut Avenue, N. W., Washington 8, D. C. Luther H. Evans is now editor of *American Documentation*.

Association of Records Executives and Administrators

Practical aspects of records management will be the theme of the fourth annual conference of this association, to be held in New York City at the Hotel Roosevelt, May 1-2. Seminars will cover "New Frontiers in Records Management," "Records Retention," and "Phases of Records Management." John Porter, corporate records administrator for IBM Corp., and William Rofes, records manager, Olin Mathieson Chemical Corp., are cochairmen.

State Librarians' Assembly

Forty States and the Virgin Islands were represented at the Second Assembly of State Librarians, November 16-18, in Washington, D.C. The meeting was attended also by other State officials. Robert H. Bahmer, Deputy Archivist of the United States, discussed the suggested State acts for the preservation of essential records and for records management, part of the Continuity of Government Program of the Office of Civil and Defense Mobilization. Lester K. Born, head of the Manuscripts Section, Descriptive Cataloging Division, Library of Congress, reported that more than 600 repositories, including 15 State libraries and about 20 State Archives, have promised cooperation with the National Union Catalog of Manuscript Collections.

National Microfilm Association

The tenth annual meeting is to be held at Chicago, April 4-6, with the theme, "Systems and Standards—A New Era in Microreproduction."

Inter-American Archival Seminar

The National Archives of the United States, in cooperation with the Rockefeller Foundation, the Pan American Union, and the Department of State, plans to hold an inter-American seminar on the problems of archival administration in Washington, D. C., October 9-27, 1961. The seminar is to consist of two main activities: (1) a three-week discussion of the most important problems that now confront archivists in South and Central America; and (2) meetings of working groups that will consider special problems in the field of archival management, including arrangement principles and techniques, standards of editing and transcription, microfilming, training, terminology, development of archival programs, and the production of a guide to Latin American historical sources. Funds to cover the expenses of the seminar have been made available by the Rockefeller Foundation. Seminar sessions will be conducted in Spanish. The seminar will be directed by T. R. Schellenberg, Assistant Archivist of the United States for the National Archives.

International Archives Round Table

The sixth conference of the Archives Round Table, to be held in Warsaw, May 16-20, 1961, will discuss "Archives in International Life." In its five previous meetings the Round Table has discussed "Archives and Education" (Paris, 1954); "Archives in Formation" (Namur, 1955); "The Place of Archives in the State" (Zagreb, 1957); "New Areas of Utilization of Archives" (Wiesbaden, 1958); and "Archives in the Service of Historical Research" (Lisbon, 1959). Although these meetings have not been reported in detail in the *American Archivist*, the reports published in foreign archival periodicals are noted in our abstracts department.

Ernst Posner will attend the Warsaw conference as representative of the Society of American Archivists.

ACADEMIC TRAINING

Radcliffe College-Harvard University

The Governing Board of Radcliffe College regrets to announce that the institute on historical and archival management will be suspended for the summer of 1961.

American University

Applications for enrollment in the university's institutes on records management (May 15-26), archives administration (June 5-30), and genealogical research (July 10-28) may still be sent to Ernst Posner, Head, Records and Archives Administration Program, The American University, Washington 6, D. C.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

T. R. Schellenberg, Assistant Archivist of the United States for the National Archives, has prepared and the National Archives has published a

completely revised edition of Staff Information Paper No. 17, *The Preparation of Lists of Record Items*. It pertains to the description of records below the series level. ¶ The National Archives has also published Preliminary Inventory no. 132, *Records of the Office of Community War Services*, compiled by Estelle Rebec. ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published the following guides to German records microfilmed at Alexandria, Virginia: no. 18, *Records of Headquarters, German Armed Forces High Command (Part III)*; no. 19, *Records of Headquarters, German Armed Forces High Command (Part IV)*; and no. 20, *Records of the National Socialist German Labor Party (Part II)*. ¶ Among the microfilm publications recently completed by the National Archives are Records of the Department of State Relating to Internal Affairs of China, 1910-29 (227 rolls), to Political Relations Between the United States and China, 1910-29 (2 rolls), and to Political Relations Between the United States and Russia and the Soviet Union, 1910-29 (7 rolls); Abstracts of Service of Naval Officers, 1798-1893 (19 rolls); and Compiled Service Records of Confederate Soldiers Who Served in Organizations From the States of Texas (445 rolls) and Virginia (1,075 rolls). ¶ Additional information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Office of Records Management

NARS has joined the Bureau of the Budget in a coordinated approach to the development and application of sound automatic data-processing systems in the Federal Government. The Bureau will expand and intensify its activities in the electronic computer field. NARS will give specific attention to the use of automation as early in the paperwork processing chain as possible, using media such as punched paper tapes, tags, or cards for processing by automatic typewriters or bookkeeping machines, or ultimately by computers. Technical training in the field of source-data automation will be available through a five-day workshop for management analysts and supervisors. ¶ A two-week workshop in forms analysis and design, offering a practical course of instruction for forms analysts and forms liaison personnel, was introduced in November by NARS. Plans call for monthly presentations for the first half of 1961. ¶ The first copies of the *United States Government Correspondence Manual* were received from the printer in December 1960. The uniform correspondence and style practices recommended in the manual will be adopted in the near future by most Federal Government agencies. The manual will be available to the public through the Superintendent of Documents, Government Printing Office, sometime after April 1, 1961. ¶ NARS is assisting the Bureau of the Budget in the Federal standard forms program. Functional areas where standard forms can be used will be studied and needed forms will be developed. The program will also seek to improve communication among forms analysts, forms creators, and forms users.

Herbert Hoover Library

The Herbert Hoover Library, under construction at West Branch, Iowa, was offered to the United States as a gift by the Herbert Hoover Birthplace Foundation, Inc., on December 15, when President Hoover offered the gift of his papers and other historical materials for deposit therein. The offers of buildings and papers are expected to be accepted by Congress soon. The property given to the United States by the Foundation includes the Hoover birthplace and other buildings now located on the 28-acre site as well as the Library-Museum building under construction. The Hoover papers include several million documents accumulated by him before, during, and since his occupancy of the White House. These will be supplemented by his books, pictures, and museum objects and by such personal papers of his associates as may be given to the library. The Hoover Birthplace Foundation, Inc., will be continued for the purpose of fostering the development of the library as a research institution.

Franklin D. Roosevelt Library

The Library has received from Leon Henderson his personal papers covering his service in the National Recovery Administration and the Office of Price Administration. These papers, comprising about 40,000 pages of material, are open for research use. ¶ In connection with the nationwide observance of the centennial of the Civil War, the Library has issued a preliminary list of the Civil War paintings, drawings, and prints in the "naval collection" of Franklin D. Roosevelt. Copies of the list, which covers 103 paintings, prints, drawings, lithographs, and sketches, will be furnished free upon request received by the Franklin D. Roosevelt Library, Hyde Park, N. Y.

Harry S. Truman Library

Recent additions to the manuscript collections of the Library include the following: (1) papers of J. Howard McGrath relating mainly to his service as United States Senator and Attorney General; (2) papers of Alfred Schindler pertaining to his public career including his service as Under Secretary of Commerce; (3) additional papers of Stephen J. Spingarn, Administrative Assistant to President Truman and former member of the Federal Trade Commission; (4) scrapbooks of newspaper clippings and World War II aerial photographs of bombing targets, presented by former Secretary of Defense Robert A. Lovett; and (5) records of the National Aircraft War Production Council. Recent acquisitions also include microfilm copies from the Library of Congress of the papers of James Monroe, Martin Van Buren, Abraham Lincoln, Chester Arthur, and Grover Cleveland. ¶ Funds are available for the awarding of grants-in-aid by the Harry S. Truman Library Institute for National and International Affairs. Awards will generally amount to less than \$1,000 and are meant to cover travel and living expenses of students who wish to do research at the Library on subjects pertaining to the Truman administration. Applications for grants should be made to the

Director of the Library by May 10 if they are for work during the summer 1961 vacation period. Awards will be made by a committee of the Institute.

Dwight D. Eisenhower Library

More than 2,000 file drawers of papers accumulated at the White House during the Eisenhower administration, plus books and other materials, have been transferred to the Eisenhower Library at Abilene, Kans. The Library is one of the Presidential libraries administered by the National Archives and Records Service under the provisions of the Federal Records Act of 1950, as amended. ¶ The Administrator of General Services has announced the appointment of Robert R. Bolton as Acting Director of the Library. Since 1957 Mr. Bolton has been on the staff of the National Archives and Records Service, serving as liaison with the White House on record matters. Earlier, as an Army archivist, Mr. Bolton arranged and indexed General Eisenhower's pre-Presidential papers. ¶ The Library building is being constructed by an agency of the State of Kansas, the Eisenhower Presidential Library Commission, with funds raised by the Governor's National Committee for the Eisenhower Presidential Library.

National Historical Publications Commission

At the meeting of the Council of the American Historical Association on December 27, 1960, Boyd C. Shafer was elected to membership on the Commission, succeeding Guy Stanton Ford, who had resigned after ten years of service as one of the two representatives of the association on that Commission. Julian P. Boyd was reelected to membership for an additional four-year term.

The Commission issued in 1954 *A National Program for the Publication of Historical Documents*. In furtherance of the objectives set forth it has sponsored several get-together luncheons for historical editors. For convenience these luncheons have usually been held at the time of annual meetings of the American Historical Association. The occasions customarily have been characterized by a round of oral reports from the cooperating editors. The most recent such luncheon, however, in New York City during the Association's 75th annual meeting, took a different turn. This time, to mark the tenth anniversary of the reestablishment of the Commission by the Federal Records Act of 1950, with a full-time Executive Director, representatives of university presses and of financial foundations, as well as editors, were invited. Status reports from the editors were collected beforehand and processed as a pamphlet that contained a formal program for the luncheon.

When the more than three-score guests had assembled in the West Room of the Statler-Hilton Hotel at noon on December 29, 1960, Wayne C. Grover, Archivist of the United States and Chairman of the Commission, welcomed them formally. Louis B. Wright, director of the Folger Library, presided. Waldo G. Leland, director emeritus of the American Council of Learned Societies, gave an address on "The Pre-History and Origins of the Commission." Julian P. Boyd, professor of history and editor of *The Papers of Thomas Jefferson*, Princeton University, warmly commended "A Decade of Promise."

And Lyman H. Butterfield, editor of The Adams Papers, hailed the completion of "The Commission's *Guide to Archives and Manuscripts*."

To Dr. Boyd fell the role of presenting to the Commission's Executive Director a leather-bound volume entitled, in the language of John Adams, "*Let every Sluice of Knowledge be Open'd and set a Flowing*" and with the subtitle, "A Tribute to Philip May Hamer on the Completion of Ten Years as Executive Director [of] The National Historical Publications Commission by a Few of the Many Who Have Benefited from His Labors." Other copies in paper covers were distributed to the luncheon group. The volume contains an appreciation of Dr. Hamer's public service and brings together a unique assemblage of specimen documents, in both printed and facsimile texts, supplied by the following projects: The Adams Family Papers, The Papers of Benjamin Franklin, The Papers of Alexander Hamilton, The Papers of Thomas Jefferson, The Papers of James Madison, and Documents Relating to the Ratification of the Constitution of the United States. The costs of printing and binding were contributed by the directors of presses at the universities of Chicago, Columbia, Harvard, Princeton, and Yale.

Knowing of Dr. Hamer's personal interest in Henry Laurens manuscripts, the editors had also conspired together to acquire an original Laurens letter of October 13, 1778. This, mounted in a portfolio case in the same leather as in the tribute volume, Dr. Boyd delivered to Mrs. Hamer for Dr. Hamer.

Lyman Butterfield had glowing words to say about the usefulness of *A Guide to Archives and Manuscripts in the United States*, compiled for the Commission under the editorship of Dr. Hamer. Although this important new tool was not to be published officially until January 25, the Yale University Press had furnished a few advance copies for exhibit at New York. The speaker presented one of these to Dr. Leland and one to Dr. Grover, the Commission's Chairman. In short, as David C. Mearns wrote in his account of the affair in the Library of Congress *Information Bulletin* (Jan. 3, 1961), Dr. Hamer

was the victim of a surprise so sudden, so unanticipated, so cunningly conceived and executed that he could not prepare himself for what was to come. His pulses and impulses ran wildly; his color, as the saying goes, mounted. One after another, as he stirred in amazement, joyous eulogists forsook history in favor of biography: specifically the life and public service of Dr. Hamer.

The previously mentioned pamphlet prepared for distribution among those invited to the luncheon conference contained useful information about the status of the editorial projects with which the Commission is cooperating. Those in varying stages of progress anticipate the publication of papers of the following individuals: the Adams family; Francis Asbury (completed); William Byrd I, II, and III; John C. Calhoun; John Carroll; Robert Carter; Henry Clay; James Fenimore Cooper; John Dickinson; the Du Pont family; Benjamin Franklin; Christopher Gadsden; Alexander Hamilton; Rutherford B. Hayes; John Jay; Thomas Jefferson; Andrew Johnson; Robert E. Lee; James Madison; James K. Polk; Franklin D. Roosevelt; Henry R. Schoolcraft; Capt. John Smith; and Woodrow Wilson. Projects in the planning

stage, not yet in operation, would edit and publish extensive editions of the papers of William Clark, Albert Gallatin, Benjamin H. Latrobe, Henry Laurens, John Marshall, George Mason, William Penn, and Daniel Webster. Other projects reported were those for the National Archives microfilm publication of the papers of the Continental Congress, documents on the ratification of the Constitution, the naval-maritime records of the American Revolution, Presidential papers in the Library of Congress (microfilm), and the public papers of the Presidents of the United States.

LIBRARY OF CONGRESS

Manuscript Division

Sen. Theodore F. Green of Rhode Island has given the Library of Congress his personal papers (ca. 750 thousand pieces) for the 24-year period he served in the United States Senate, 1937-60. They include his correspondence with many of the Nation's leaders, and materials on his activities as member and chairman of the Foreign Relations Committee and Rules Committee, member of the Committee on Aeronautical and Space Sciences, and chairman of the congressional delegation to the second, third, and fourth NATO parliamentary conferences. Other extensive files relate to neutrality legislation in the Franklin Delano Roosevelt administration, national defense, veterans' affairs, and social security. ¶ Approximately 10,000 papers of the distinguished American biologist, Jacques Loeb, have been received; they consist of his correspondence, 1880-1924, notebooks on experiments, and manuscripts and proof sheets of books and articles. ¶ Of Civil War interest are some 1,100 papers of Gen. Joseph Warren Keifer, Ohio Volunteers, including 800 letters from General Keifer to his wife, a military letterbook, June 1863 to June 1865, and reports of military operations. ¶ Family papers received include about 15,000 papers, 1730-1952, representing four generations of the Wadsworth family. They consist chiefly of correspondence of James and William Wadsworth, founders of the Geneseo, N. Y., branch of the family in the eighteenth century; James S. Wadsworth, Civil War general killed in the Battle of the Wilderness; James W. Wadsworth, Representative from New York, 1881-85 and 1891-1907; and James W. Wadsworth, Jr., Representative and Senator from New York. Included in the collection also are letters of Jeremiah Wadsworth, Revolutionary War officer, and John Hay, father-in-law of James W. Wadsworth, Jr. ¶ Garfield family papers (ca. 53,000 items) recently received include two volumes of Civil War maps; letters books, 1861-63, kept by Gen. James A. Garfield; and a file of outgoing daily telegrams reporting President Garfield's condition after he was fatally wounded. Papers of the President's wife, Lucretia Garfield, contain some 10,000 letters sent and received, many of them dated in the latter half of 1881. The family papers also include correspondence of four sons of President and Mrs. Garfield and papers of Helen Newell (Mrs. James R.) Garfield, including letters from her son, Capt. Newell Garfield, during his service in Europe in 1918.

Hispanic Foundation

The recently published *Handbook of Latin American Studies* No. 22 (xii, 378 p., index) is for sale by the University of Florida Press, Gainesville, Fla., at \$12.50 a copy. A special article in this number, by George S. Ulibarri, discusses "Materials in the United States National Archives Relating to Latin America."

STATE AND LOCAL NEWS

California

William Smith Mason, admirer and student of Benjamin Franklin, died at his home in Rancho Santa Fe, California, on January 11, 1961, in his 95th year. A graduate of the Sheffield Scientific School of Yale University in the class of 1888, Mr. Mason became attracted to the life and public services of Franklin and devoted himself to assembling what was to be the greatest collection ever brought together of printed materials relating to Franklin and his close associates and to the activities in which he engaged. Books, pamphlets, almanacs, newspapers, and other works written or printed by Franklin, many of them very rare, some unique, are the heart of the collection; with them are associated other contemporary books, pamphlets, and publications of all sorts shedding light on his life and services. The manuscript portion of the collection, while relatively smaller, was assembled with great discrimination and

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care. With foresight and wisdom not always found among collectors of rare books, Mr. Mason surrounded and fortified these treasures with thousands of works of modern scholarship relating to the general subject, thereby providing the research scholar with essential working tools. He embellished the whole with a notable collection of paintings, busts, and prints of Franklin and his associates. He had planned from the beginning that other students might benefit from what he was doing, and he welcomed visiting scholars to use his library in his home. In 1935 he gave the entire collection to the library of Yale University, where it is housed in a series of connecting rooms. Recognized universally as one of the outstanding collections relating to eighteenth-century American history, it is visited and used by scholars from all over the United States and abroad. ¶ Stanford University Libraries has issued a description and checklist of the *Papers of Bernard De Voto* (San Francisco, Taylor and Taylor, 1960, 62 p.), written on the occasion of an exhibition last fall. The papers were opened to the public in 1959.

Colorado

G. N. Saleatore, Keeper of the Archives, State Archives of Uttar Pradesh, Allahabad, India, and Keeper of Records, Central Record Office, Allahabad, has joined the Colorado Archives staff on a part-time basis for several months while studying archival administration at the University of Denver. Dr. Saleatore is calendaring and evaluating the Territorial records of the State treasurer and the State auditor and is also lecturing on Indian history at the university. ¶ Other interns in archival administration courses are preparing preliminary inventories of the records of the attorney general of Colorado, 1876-1930, and of "three administrations of Governor's papers." One intern is summarizing the documentation on the establishment and abolishment of counties in the State.

Connecticut

The third volume (January 1745-June 1750) of the *Papers of Benjamin Franklin* has been published by the Yale University Press at \$10.

Idaho

The thousands of historical photographs in the Idaho Historical Society have been mounted and indexed. ¶ H. J. Swinney, director, contributed an article on the Idaho Historical Society to the September 1960 issue of *Museum News*, published by the American Association of Museums. Single copies of the article may be obtained by addressing the association in care of the Smithsonian Institution, Washington 25, D. C.

Indiana

The State Archives has received correspondence of the retiring Governor, records of the Conservation Department and the Highway Department, plans and specifications of public buildings, and records of the Inheritance Tax Division and the Securities Commission.

Louisiana

A collection of letters and other documents, rare books, and pamphlets (850 items) relating to New Orleans and Louisiana has been given to Tulane Uni-

versity by Felix H. Kuntz. The records contain information regarding land grants by Spanish governors of Louisiana (1763-85), the Battle of New Orleans (1814), Lafayette's visit (1824), relations between Jefferson Davis and Gen. Joseph E. Johnston, proceedings of the New Orleans City Council, and the licensing of cabarets, barrooms, hotels, and "ten pin alleys."

Maryland

The Maryland Historical Society has acquired 14 sketchbooks, 1795-1820, 13 small travel journals, and 19 bound volumes of letters of Benjamin Henry Latrobe (1764-1820), architect, engineer, and artist. The letter books contain more than 8,800 copies of letters, presumably made by Latrobe with the polygraph, a copying device which he obtained from Charles Willson Peale. Among Latrobe's correspondents were Jefferson, Madison, Mrs. Madison, Monroe, Albert Gallatin, Robert Fulton, and Archbishop John Carroll. The society hopes to publish the principal watercolors and drawings and a selection from the journals and letters, but the assistance of a foundation or public spirited individual will be required. ¶ The Maryland Club has given 58 volumes of records of Baltimore men's clubs to the society. These include ledgers and other records, 1844-58, of the Baltimore Club, a forerunner of the Maryland Club; and minutes, visitors' books, accounts, cash books, lists of deaths, members' subscriptions, and letter books, 1857-1925, of the Maryland Club.

Massachusetts

Secretary of State Kevin White has announced the appointment of Richard W. Hale, Jr., as Archivist of the Commonwealth. Dr. Hale, who will carry out a new program for the preservation of "historic documents of Massachusetts," is a member of the Society of American Archivists and current chairman of the Society's Committee on Microfilming. He is well known to many heads of archives and libraries through his work as compiler and editor of the *Guide to Photocopied Historical Materials in the United States and Canada*, soon to be published under the auspices of the American Historical Association.

Michigan

Copies of a bibliography of source materials relating to the history of Oakland County, compiled by Albert G. Black, may be purchased for \$1.50 from the compiler at 2401 Pinecrest, Ann Arbor. ¶ Helen Ellis, assistant chief of the Detroit Public Library's Burton Historical Collection, retired December 1. Her specialty was the pictorial resources of the collection (photographs, prints, and daguerreotypes). ¶ In December 1960 the Michigan Historical Commission issued *A Guide to Photographic Resources in the Michigan Historical Commission Archives* (8 p.).

Minnesota

Robert M. Brown, State Archivist, represented the Society of American Archivists in the academic procession and other ceremonies that marked the inauguration of Owen Meredith Wilson as president of the University of Min-

nesota, February 23, in Minneapolis. ¶ Forest History Society, 2706 West Seventh Blvd., St. Paul 16, is interested in learning about back files of American and Canadian trade journals such as the *Canada Lumberman*. ¶ The Minnesota Historical Society has cataloged over 30 collections of papers of forest products industries in Minnesota and Iowa, 1794-1944.

New Mexico

State agencies are depositing their noncurrent records in the new State Records Center in Santa Fe. The Archives Division of the Center has received many historical documents formerly in the State museum, letters and business papers of the Delgado family of Santa Fe and of the Martinez family of Abiquiu and Taos, and a number of Territorial military papers.

New York

The Collection of Regional History and University Archives, Cornell University, has acquired for its business research unit the records of the defunct New York, Ontario, and Western Railroad and for its political research unit the W. Sterling Cole papers and the political records of Norman Judd Gould, Congressman, 1915-23. ¶ On December 1, Robert Claus, chief of the index section of the United Nations Headquarters Library, became "Chief of the Registry, which includes current files (Records Control) and records retirement activities along with some related functions." The Archives Section remains in the Library, under Marjan Stopar-Babsek. ¶ In December 1960 the U. S. Weather Bureau moved a 50-year accumulation of records, maps, and wall charts from 17 Battery Place to 30 Rockefeller Plaza. The staff of 32 persons will now use the recordings made in Central Park, which date from 1868, for comparisons, rather than the recordings made at 17 Battery Place. ¶ In January the New York Commandery of the Military Order of the Loyal Legion of the United States (4 West 43d St.) exhibited at the Union League Club 32 books containing pictures, war records, and autographs of the original New York members of this organization of commissioned officers in the Union Army, including records of Maj. Gen. Ulysses S. Grant, the founder, and Adm. David G. Farragut. This is the first time these records have been opened to the public. When the exhibit closes the records will be shown to non-members of the Legion only by appointment. ¶ Some of the printed League of Nations documents at United Nations Headquarters are slowly crumbling into dust. The *Official Journal* of the Council and of the Assembly, 1920-46 (ca. 100 vols., with separate indexes), will be published in English on microprint cards by the Readex Microprint Corp. (115 University Pl., New York 3). The project, carried out in cooperation with the United Nations Headquarters Library, will be completed this year. Sets of the cards may be purchased from the corporation for \$100. ¶ Harry Levinsky (1566 Unionport Rd., New York 62) is looking for material on colonial smuggling (1660-1776). Archivists who know of any records on this subject are asked to communicate with Mr. Levinsky. ¶ The newly organized Management Information Round Table, an informal group that meets monthly in New York to exchange ideas, techniques, and experiences in management information systems, has

elected Herman Limberg chairman. Milton Reitzfeld and Robert Shiff are program chairmen.

North Carolina

Dr. Christopher Crittenden was honored at the annual dinner meeting of the Literary and Historical Association, December 1, when a group of Guilford County admirers, represented by Blackwell P. Robinson, presented him with a gift in honor of his 25-year service both as Director of the State Department of Archives and History and as secretary-treasurer of the association. ¶ State Archivist H. G. Jones served as guest editor of the Winter 1961 issue of *North Carolina Libraries*. This issue, which "is intended to give to librarians and public school personnel in the State a view of archives and manuscripts collections and repositories in North Carolina," carries articles on the State Department of Archives and History, the Southern Historical Collection of the University of North Carolina Library, the manuscripts collections in the Duke University Library, and other depositories in the State. There is also an article by W. J. Barrow, "The Restoration of Papers by the Laminating Process." Mr. Jones informs us that he has a limited number of copies of this issue for distribution on request.

Ohio

The Cleveland Foundation has made a grant of \$20,000 to the Western Reserve Historical Society for the preparation of a guide to its manuscript collection. ¶ Marietta College is building a new library, which will house more than 140,000 books, pamphlets, and manuscripts. ¶ The Council on Library Resources, Inc., has contracted with the Battelle Memorial Institute, Columbus, for a 12-month investigation of methods to improve the reading of microimages, including the development of an inexpensive portable viewer suitable for individual ownership. ¶ Micro Photo, Inc., offers new releases of microfilm made by Micro Methods, Ltd., of England. The following releases may interest our readers: Original Letters of Charles Dickens in the Dickens House, London; the first published catalogs of the Moravian archives and of the Westminster Cathedral archives, Bristol Moravian Catalog, and Indices to the Archives of the Archbishop of Westminster, series A2, vols. 1-49, 1501-1793; Court Minute Books of the Borough of Neath, 1780-1835; the out-of-print Foster's *Guide to the Indian Office Records, 1600-1858*; and Selected West African Parliamentary Papers, 1812-65. Prices will be quoted by Micro Photo, Inc., Cleveland 12, on request.

Pennsylvania

On the morning of February 1 a fire occurred in Philadelphia's 60-year-old City Hall on Penn Square. The three-alarm blaze was brought under control in about an hour. The Philadelphia Department of Records has its offices in the building, and City Archivist Charles E. Hughes, Jr., has provided us with the following description of the fire and the damage to the city's records:

The fire which destroyed or damaged a portion of the records of our Prothonotary's office occurred in a very large high-ceilinged storage room in the northeast corner of City Hall [and had] started in a room directly underneath, on the eighth floor.

The eighth room floor was crowded with obsolete electrical equipment which was being processed for sale as salvage. An employee with an acetylene torch was cutting through some of the larger pieces of equipment so they might be easier to handle in removing the salvage. A spark from the torch started the fire, which might have been controlled quickly except for two unfortunate factors. The available fire extinguisher was not full and the fire, as it started, was close to a dumbwaiter shaft running between the two floors which became a flue that quickly fanned the conflagration. Due to an excellent piece of work by our Fire Department, the flames were confined to a relatively small area of the ninth floor room. On a comparative basis the area of damage was surprisingly small and the water damage was confined largely to the records that had broken into flame. This was due to the "fog" used by our Fire Department instead of a steady stream of water usually applied in such cases. The day following the fire, all containers which were not in flames were dry and undamaged. Those that were in flame or badly scorched were Civil Court cases for a two-year period around 1920. By coincidence, the Prothonotary had previously prepared a petition for Court consideration for authority to dispose of these records with certain exceptions. Cases covering divorce, adoption and lunacy proceedings, and certain kinds of real estate transactions were to be removed and retained permanently before the disposal was to be made. How serious a problem this may present only time will tell; they may never be required again or vice versa. So far as anything of historical significance is concerned, none fortunately fall into this category. The Prothonotary is proceeding with a plan to retrieve as much as possible from the damaged residue; how effective this may be remains to be seen.

Texas

The new Texas State Genealogical Society plans "to hold an Institute of Genealogy and Local History in Austin this summer, using the Texas State Archives and many [other] places of research." Persons interested should contact Mrs. David C. Gracy, 2509 Harris Blvd., Austin. ¶The Dallas Garden Club has given the Dallas Historical Society a collection of "Landmarks of Texas," 2,000 photographs made during the last 20 years by Robert M. Hayes, chief of the East Texas bureau of the *Dallas Morning News*. The collection contains scenic pictures as well as pictures of missions, forts, pioneer homes, stagecoach inns, mansions, historical monuments, statues, industries, transportation, and flora and fauna. ¶*American Literary Manuscripts; a Checklist of Holdings in Academic, Historical and Public Libraries in the United States* has been published by the University of Texas Press, at \$5. This checklist, released by the Committee on Manuscript Holdings of the American literature group, Modern Language Association of America, has been in preparation for about 10 years (*American Archivist*, 22:256). It indicates the nature and scope of literary manuscripts (diaries, manuscript originals, letters, and marginalia) of about 2,000 American men of letters in more than 250 American public and institutional libraries.

Vermont

The biennial report of the Public Records Commission, 1959-60, includes the report of the Director, Olney W. Hill, covering records management activities

with the courts, records microfilmed, forms improved, and records approved for destruction.

Virginia

General of the Army Douglas MacArthur has accepted an invitation from Norfolk to place his war mementos, decorations, and papers in a memorial to be established by the City in a 111-year-old courthouse. The material includes nearly 150 chests of correspondence, battle plans and communiqués, other papers, American and foreign decorations, battle trophies, gifts from world leaders, personal emblems and uniforms, and the General's personal library of more than 5,000 volumes. The formal dedication is expected to take place late this year.

Washington

A list of recent manuscript accessions by the University of Washington Library (sent us by Marion A. Milczewski, director of libraries), includes the following: 100 family papers (Denny and Frye), with an overland diary, 1851, surveyors' notes, and a plat of Seattle, 1853; 500 papers (Winfield Scott Ebey), 1857-63, of Civil War interest; diaries (33 vols.) and account books (8 vols.), 1863-1918, of a farmer and organizer of Rochdale cooperatives (Alonzo Wardell); 6,000 items (John E. Boyer), 1890-1920, relating chiefly to real estate and the grain and produce trade in Walla Walla and Seattle; 26 cartons of a lumber company's papers (Stimson Mill), 1881-1956; and 375 items (Perry Pettus), 1935-37, relating to the American Newspaper Guild in Washington, the Northwest, and British Columbia. Papers of men still active in the State include those of Edward W. Allen, International Fisheries Commissioner, 200 items relating to Alaskan salmon fishing and canning, 1944-45; 4 cartons of papers, 1939-52, of William P. Devin, mayor of Seattle and local judge; and 30 cartons of papers, 1936-57, of Arthur B. Langlie, Governor of Washington. ¶The University of Washington Library, the State Adjutant General's Office, and the Washington State Library have joined in a cooperative project to arrange for microfilming papers of the Military Department of Washington. Part of the correspondence, 1853-70, has already been calendared and is being arranged chronologically; another (uncalendared) part—6 cartons of financial accounts and over 1,000 letters, chiefly 1855-57—is being arranged at the University of Washington Library.

West Virginia

The West Virginia Collection, West Virginia University Library, Morgantown, initiated a monthly *Accessions List* (processed) in January. Persons wishing to receive this by mail may send their requests to the Collection.

FOREIGN NEWS

Australia

In 1958 D. H. Borchardt, librarian of the University of Tasmania in Hobart, published part one of his *Checklist of Royal Commissions, Select Committees of Parliament and Boards of Inquiry*. It is devoted to the Commonwealth of Aus-

tralia for the period 1900-1950. Part two has now been published by the Wentworth Press in Sydney. It covers the same bodies of records of Tasmania for the period 1856-1959 and is limited to state inquiries proper under the Evidence Act of 1856. The location of the report (whether in the Parliamentary papers, archives, or office files), the membership of the commission of inquiry, and a concise statement of points considered are indicated for each of the 133 inquiries listed. The third part of the checklist will be devoted to Victoria.

Brazil

The Arquivo Nacional published late in 1960 translations into Portuguese of six additional articles originally published in the *American Archivist*. Articles previously translated were noted in our October 1960 issue. The new titles are: *O Registro Nacional de Manuscritos*, por Howard H. Peckham e Bell Irvin Wiley (*American Archivist*, 17: 319-330); *Regras de catalogação da Divisão de Documentos Departamentais*, por Ken Munden (*American Archivist*, 19: 291-302); *O Catálogo Coletivo Nacional das Coleções de Manuscritos*, por Robert H. Land (*American Archivist*, 17: 195-207); and *Coleções de Manuscritos, Documentos de Arquivo e Filmes*, por Curtis W. Garrison e Dorothy Arbaugh (*American Archivist*, 2: 97-114).

Canada

A Canadian Press dispatch from Montreal, January 2, reports that Antoine Roy, Archivist of Quebec Province, signed an agreement (place not stated) with Jerzy Zabłowski, director, Wawel Museum, Cracow, Poland, and Prof. Bohdan Marconi, of the museum staff, for the return to Poland of a collection of Polish documents, historic relics, and art objects, which Quebec Province received in 24 trunks in 1947 and which have been in the provincial museum since 1948. The return of the Polish treasures ends a journey begun in 1939 when 26 trunkloads of treasures were spirited out of Poland, first to France, then to Britain, and finally to Canada. Two of the trunks went to Ottawa Province and were returned to Poland in 1959. They contained, among other objects, original manuscripts of Chopin's piano compositions. The Quebec-held treasures have been a source of controversy since 1945. ¶ Yukon newspapers discovered in Dawson City in 1959 by the National Librarian of Canada have been microfilmed by the Canadian Library Association, 63 Sparks St., Ottawa 4. The *Yukon Sun* (1899-1904), 5 reels, sells for \$80; the *Yukon World* (1904-9), 8 reels, for \$99; the *Dawson News* (1900-1954), 74 reels, for \$875; and *Le Moniteur Acadien* (1867-1926), 26 reels, for \$359. Single reels also may be purchased. ¶ W. Kaye Lamb, Dominion Archivist of Canada and member of the Council of the Society of American Archivists, contributed an article, "Canada's National Library—a Progress Report," to the American Library Association's *Bulletin* for April 1960 (p. 287-292).

Colombia

Gaston Litton, academic coordinator for the Inter-American Library School of Medellín, reports that the first group of Colombians to receive a university degree in librarianship was graduated on December 15, 1960. Their training

included an introductory course in archives given by Dr. Litton in the second semester of the final year of studies. Required reading for this course included the *American Archivist*, the Spanish version of T. R. Schellenberg's *Modern Archives*, the volume of lectures in Spanish given in Panamá by Philip C. Brooks, and the *Handbook of Latin American Archives* by the late Roscoe R. Hill. The final lecture of the course was given by Kathryn M. Murphy of the staff of the U. S. National Archives. The new Colombian librarians were advised to recognize the unique nature of archives, both as materials and as a profession, and were urged to cooperate with all engaged in records work. Materials illustrating the U. S. National Archives and Records Service, assembled by Dorothy Hill Gersack, were displayed. ¶ Another recent visitor was John P. Harrison, former Latin American specialist in the U. S. National Archives and now an assistant director of the Humanities Division of the Rockefeller Foundation. Dr. Harrison conferred in Medellín with the Governor of Antioquia, Ignacio Vélez Escobar; with the Provincial Archivist, Hernán Escobar E.; and with other officials concerning archives and the forthcoming assembly of archivists from Latin America to be held in Washington, D. C., October 9-27 (see Meetings, above).

France

The 11th *stage technique internationale d'archives*, to begin in January 1962, has been announced. This technical course brings together foreign archivists and other students, pupils from the École des Chartes, and municipal archivists. In his circular announcing the 1962 course André Chamson states that since becoming Director General of the Archives of France he has had significant changes made, establishing the course in a new building especially constructed for the purpose. As heretofore foreign students will be given an opportunity for practical work at the Archives Nationales or at one of the departmental archives after the course ends in March 1962. Persons interested in enrolling should request further details in the near future from M. Albert Mirot, Conservateur en Chef, Direction des Archives de France, Archives Nationales, 60, rue des Francs-Bourgeois, Paris 3ème, France. A number of scholarships are available; and, for students less than 30 years of age, lodging may be had at Cité Universitaire, provided that the country represented has a dormitory there.

Israel

Accessions of the Jewish Historical General Archives (P. O. B. 1062, Jerusalem) are reported regularly in *Zion*, a quarterly for research in Jewish history, which completed its 25th volume in 1960. According to a notice published in a recent issue of the quarterly, the Archives collects:

Record books of communities, synagogues, societies and organizations; minute books and correspondence files; *Memorbooks* and *Mohelbooks*; ordinances, privileges, reports and community newspapers; private archives and family papers; pictures and photographs of places, buildings, personalities, and tombstones; monographs of communities and organizations *from all times and all countries*.

The *New York Times* of February 5, 1961, reports that Mrs. Gemma La Guardia Glück, elder sister of Mayor Fiorello La Guardia, was arrested by

Nazi authorities on June 7, 1944, apparently in reprisal for La Guardia's speech of April 1944 denouncing the Nazi massacre of Jews in Warsaw's ghetto. An official memorandum to Adolf Eichmann, recommending her arrest, turned up in the Yad v' Shem archives in Israel, when documentation for Eichmann's trial was being prepared. Inquiries by Israeli authorities led to the discovery that Mrs. Glück is now living in her native New York City. An account of her experiences, written by her ten years ago, has been forwarded to Israeli authorities at their request. Parts of the 90-page manuscript were published in the February issue of the Jewish quarterly *Midstream*.

Mexico

The project of arranging, indexing, and microfilming the Archivo de Hidalgo del Parral (a million pages of Spanish manuscripts, 1631-1821) is described by Samuel B. Freedman in an illustrated article "Microfilming in Mexico," which appeared in November 1960 in the *Library Journal* (85: 3926-31).

Switzerland

The bilingual quarterly, *Gravesaner Blätter/Gravesano Review*, is reprinting *Preservation and Storage of Sound Recordings* (Washington, Library of Congress, 1959). The Pickett-Lemcoe study will appear in four installments in the original text and in German translation. Subscriptions may be obtained in the United States from the Audio Engineering Society, Box 12, Old Chelsea Station, New York 11, N. Y.

Trinidad and Tobago

The new Department of Archives needs donations of professional literature for its library. These may be sent to Enos Sewlal, Archivist, Archives Section, Public Relations Division, Premier's Office, Whitehall, Port of Spain, Trinidad, W. I.

Union of Soviet Socialist Republics

Seymour Topping, in a dispatch from Moscow to the *New York Times*, November 17, 1960, reports that Rockwell Kent, 78-year-old New York artist and writer, reading from a prepared statement at a news conference arranged by the Soviet Ministry of Culture, announced he had given his collection of manuscripts, 80 paintings, and more than 800 drawings, lithographs, and wood engravings, to the Soviet Union.

News about records management programs in government and in business and about the archives of business is especially wanted for our next issue, which will be devoted largely to articles on these subjects. Such news items should be sent to the news notes editor, Mrs. Dorothy Hill Gersack, National Archives, Washington 25, D. C., by May 1, 1961.

Writings on Archives, Current Records, and Historical Manuscripts, July 1959-June 1960

GRACE QUIMBY, *Compiler**

National Archives

THIS ANNUAL BIBLIOGRAPHY is the eighteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. It is a consolidated list comprising titles published in the United States and other countries in the twelve-month period indicated in the title. Certain titles, not yet examined and therefore omitted from this list, will be included in the bibliography next year. Like its predecessors, this bibliography is a selected list of references to professional writings and does not include historical documentary publications, unpublished items, reports of libraries and historical institutions that give but a few lines to manuscript accessions, and items appearing in news notes, unless these are unusually important. Highly selective is the listing of foreign archival publications, in view of the international bibliography being published in *Archivum*. The bibliography is classified broadly by subject. An outline of the topics precedes the list. As formerly, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and record management are entered in class II A. Related titles in different classes are indicated by cross references at the end of each section.

The compiler is indebted to JoAnn C. Campbell for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion
 - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
 - C. Foreign Countries
 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories

* Miss Quimby is Librarian of the National Archives and a member of the Society's Committee on Bibliography.

- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
 - A. General Discussion
 - B. United States in General and Federal Government
 - C. State and Local
 - D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

I. GENERAL LITERATURE

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- 3. BEERS, HENRY P. Bibliographies in American history; guide to materials for research. Paterson, N.J., Pageant Books, 1959. 487 p. A reprint of the 1942 revised edition published by H. W. Wilson Co. "The standard work."
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- 7. DE PAUL UNIVERSITY. [Sample State records management act with accompanying summary and memorandum. Prepared under contract with the Office of Civil and Defense Mobilization. Battle Creek, Michigan, 1959.] 7, 2, 37 p.
- 8. DEPUY, LEROY. Archivists and records managers—a partnership. *American archivist*, 23: 49-55 (Jan. 1960).
- 9. FILANGIERI, RICCARDO. Os arquivos privados. Rio de Janeiro, Arquivo Nacional, 1960. 24 p. Translation, by Lêda Boechat Rodrigues, of Les archives privées, *Archivum*, 6: 43-51 (1956).
- 10. GOLDINGER, WALTER. Fragen der Archivterminologie in österreichischer Sicht. *Archivalische Zeitschrift*, 55: 128-146 (1959).
- 11. GROENEVELD, C. The making and administration of archival accumulations of private businesses, concerns, societies, foundations and similar bodies. *Archivum*, 8: 125-132 (1958).

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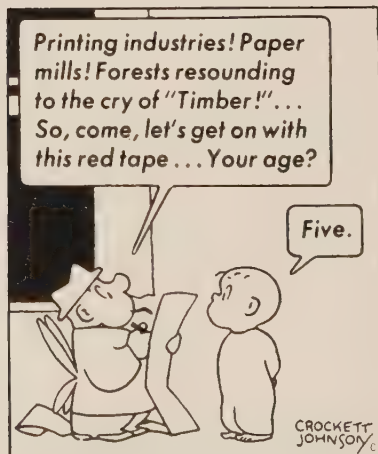
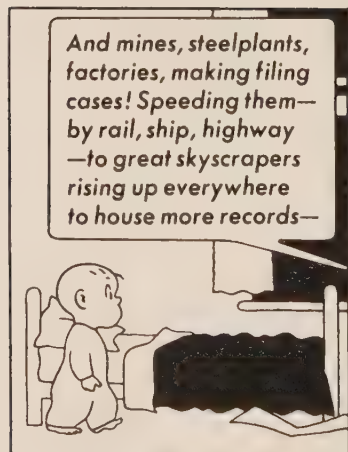
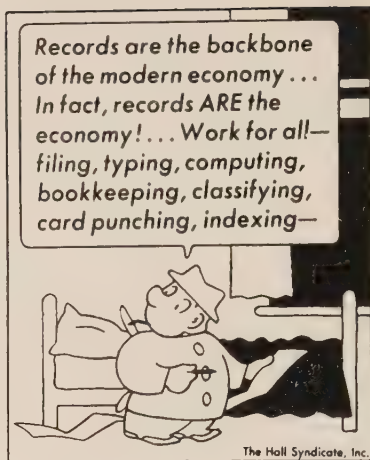
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See also: 26.



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BARNABY

The State of Records Management

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IN a group as articulate as records managers it is surprising that so few attempts have been made to formulate a professional philosophy or even to evaluate the status of the profession. It may be that we have been so busy working at our profession that we have not had time to think about what we are doing. But we need at least to think about our past and future because we represent a profession that is essentially without direction. The lack of professional motivation causes some to deny that records management is really a profession. There is widespread skepticism about us. Before we can determine where we are going, we must first know where we have been. We can build our strength in the future if we first look at our past and at the weaknesses we have allowed to develop around us.

The records management profession suffers from several basic weaknesses. None of them is insuperable, but they affect us and the manner in which we perform the work for which we are responsible.

The first—and perhaps the most obvious—of the weaknesses afflicting us is the fact that records management has come to be identified solely with the retention, disposal, and storage of obsolete and inactive records. Most executives believe, if they are at all familiar with the phrase, that records management means throwing away old records and storing more recent ones until they are old enough to be destroyed. This identification stems, in part, from the initial emphasis on old, noncurrent files. Large accumulations of obsolete record material that occupy valuable equipment and space present an immediate and easily visualized problem to officials concerned with such matters. This is particularly true if large purchases of file cabinets are made or if office and working space becomes crowded. Then, too, the removal of large groups of unneeded records is a relatively easy program to sell to management and the benefits resulting from it are immediately discernible. Moreover, some records managers who are responsible for success-

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ful retention and storage programs may encourage this narrow identification because they do not want to "rock the boat." Regardless of the reason, many organizations that have established retention and storage control programs are convinced that they have a fully developed records management program.

We should not disparage or belittle the very real achievements of records retention and storage programs, which have returned substantial tangible and intangible benefits to business and industry as well as to government. The fact remains that the popular connotation of records management has been and still is limited to a single stage in the life cycle of records.

This preoccupation with the single area of records retention and storage and the tacit acceptance of the limited definition have effectively prevented the records management profession from establishing its jurisdiction over the entire field of paperwork and the management of records from their creation to their final disposition. We recognize that records pass through a life cycle, and yet our claim to jurisdiction over this entire cycle is, at best, an uncertain one. In many instances the records manager has been and is being excluded from programs designed to control other stages in the life cycle of records. Because we have limited ourselves to a single aspect of records management, others cannot understand our concern with and interest in the processes that result in the creation of records, and we are usually excluded when a program for their control is undertaken.

Another basic weakness that we must overcome is the lack of standards in our profession. Anyone can call himself a records manager, and there is very little agreement on what the position entails. Certainly we represent all manner of backgrounds: some of us are historians, others have been trained in business administration, others have administrative backgrounds. Regardless of background, it is true that very few people, if any, know what skills, what experience, or what training we refer to when we identify ourselves as records managers.

Another weakness is the fact that we tend to be materialistic. We have committed ourselves to delivering tangible benefits in order not only to sell our programs but also to justify their continued existence. It is not always possible to measure the results of records management techniques solely in dollars and cents. But so many records managers have become accustomed to measuring accomplishments only in monetary terms that they tend to avoid beneficial programs the results of which can be measured in terms of increased efficiency, improved management, better relations with the public,

or some other intangible benefit. It may be that we have sold ourselves too well; management expects us to deliver tangible savings and in our eagerness to please we carefully avoid activities that will not show such benefits.

We have, as another weakness, a tendency to be diverted by fads. It is too costly to be called a fad, but some of our fellows see in the electronic computer the answer to any questions arising from the creation, processing, maintenance, and disposition of records. "Put it on tape!" they cry; "then we won't have any problems." Some of us who served our apprenticeship in government can remember when microfilming or reports control or a correspondex offered the solution to all of the problems stemming from too many records of poor quality.

Part of this tendency to adopt fads undoubtedly arises from another of our weaknesses—our lack of confidence in our profession. This defensiveness stems somewhat from our youth, but we are approaching our majority and we are or should be outgrowing the awkwardness of adolescence. We lack the professional pride of the controller, the corporate secretary, the office manager, or the archivist, perhaps because we have no standards by which we, as a profession, can be measured.

We, as records managers, find that we are considered a field apart from the field of general management. This may well be because we have no identity. We, as records managers, frequently report to the office manager or to the general services department and, except in remote instances, have at best a nebulous connection with other management programs. Lest someone complain that I am inconsistent in suggesting that records management be submerged in a more generalized management program, let me hasten to say that the management of records is but one phase in a management program, and all management programs should be related to the extent that they have common goals and common direction.

Although these weaknesses are basic, they do not detract from the fact that records management as a profession has made a substantial contribution in a relatively short period of time. We are a young profession, but our achievements are many. They can—and should be—a source of pride to us. The first of these achievements is perhaps the most significant, because we have introduced and have obtained general acceptance of the proposition that records can be and must be controlled. These new management techniques originated in government, but they have been developed for and applied to industry and business by the profession itself. Undoubtedly they would have spread from government to business in due course,

but it is questionable whether they would have made this transition so rapidly or in so orderly a manner without our help. We have, in addition, adapted this management approach to the needs of business. As a result we have in effect created our own profession.

Quantitatively, our achievements have been significant. Within the past ten years records managers have scheduled thousands of records series in hundreds of American industrial and business firms alone. Other thousands of series have been scheduled in government jurisdictions. Millions of pieces of paper have been destroyed. Untold square feet of space and innumerable filing drawers have been made available for reuse. The traditional basement or attic storage areas, coated with the dust of ages and infested with miscellaneous vermin, are a thing of the past. The concepts that the records manager introduced have been so generally accepted that they are being used by many who are ignorant of their origin. Many who use records management techniques do not consider themselves members of the profession, some are "part-time" records managers, others have adopted the techniques without recognizing them for what they are, and still others have used them without knowing—or caring—that the profession exists.

In measuring our achievements, it is only incidental that these startling quantitative results have come, principally, in but a single area of the total field. As records managers we have performed our best and most significant work in the area of records retention and storage and it is from this area that our impressive results have come. We have performed significant work in other areas within the broad field of records management, but the results have not been so startling as the results of our work in the narrow area of records retention and storage.

It also is a considerable achievement that we have developed a body of records management literature. Fifteen years ago a bibliography of the field would have consisted of a few isolated articles, but five years ago a selected reading list in records management contained the titles of some 450 papers and other publications. The development of a body of literature was to be expected; it is unfortunate that it is so scattered and regrettable that so much of it is promotional in nature. There is too much emphasis on real or anticipated results and too little discussion of principles and techniques. Remarkable as this achievement has been, there is need for a literature of the records management profession in which its principles, methods, and techniques are set forth.

Another of our achievements—related to the rapidity of our growth—is our adaptability, our willingness to modify or change

our approach as the professional field develops. The records management profession is singularly lacking in sacred cows that have stifled other professions and caused them to become inbred. New technological developments have not been resisted; records management has recognized, for example, that electronic data processing presents new problems that require new solutions. It has recognized the effect of tabulating machinery on making and keeping records and does not yearn for the good old days of the quill pen and ink pot. In several instances these new monsters have been accepted to the extent of using them to assist in the analysis of forms and reports—the prerequisite for a control program.

As necessary, records management has reevaluated and reappraised accepted techniques and principles and has modified or revised them in the light of subsequent developments and practices. As recently as 15 years ago, microphotography was the most commonly accepted method of achieving the reduction of space devoted to records. But when new techniques were advanced—specifically, the application of modern warehousing and inventory methods to the storage of records—the use of microfilming for this purpose was reexamined and reevaluated and was substantially modified.

It is perhaps of even greater significance that new methods and techniques have been adopted and old ones changed with a minimum of acrimony. Professional disputes on matters of principle, which have marked and still mark other professions, are singularly lacking in records management.

Another major achievement of records management is that its practitioners have organized themselves into groups to meet and discuss their common problems. Recognition of a community of interests and a banding together because of it constitute a significant basic step toward a sound profession. True, there is great disparity in the membership of these groups, and there is little agreement about the content of the records management field. But the fact that we have organized ourselves into groups with a common interest, even though we may not always be able to define that interest, is significant. To that extent we show the makings of a profession.

It is a real achievement that records management has made training available to persons interested in its field. Admittedly, some of this training is the result of the interest of individuals rather than of groups and some of it is oriented toward highly specialized spheres of interest. But the fact that training is available in such institutions as U.C.L.A., New York University, Wayne University, Northwestern University, American University, and Radcliffe College (to name a few) represents a substantial achievement. As a

further step in our educational growth, specialized conferences relating to records management have been held by the National Records Management Council, the Association of Records Executives and Administrators (AREA), and the American Records Management Association (ARMA). The educational achievements in our field are impressive.

Our achievements show remarkable strength, but we have equally remarkable weaknesses. The records management profession can stay where it is, or it can look to the future with the firm conviction that its achievements during the next 15 years will be as spectacular as have been those of the past 15. If the profession continues to grow, it must develop professional motivation and a philosophy that will give it direction. To grow, then, what must the profession do?

The first and most obvious need to strengthen the profession is to give it an identity. When we talk about records management, we must know what we are talking about and we must all be talking about the same thing. One of the first requirements to establish professional identity is to decide on the scope of records management. We must define our profession in terms that can be accepted by all its practitioners. We have two alternatives. The first of these is that we can accept our encirclement and agree that records management means only the retention and storage of inactive and obsolete records. We would, as the result, relinquish any claim to the other areas that involve working in and controlling the life cycle of records. The second alternative is that we assert and defend our claim to the right to control the entire cycle from creation to final disposition. If we are to make this claim, we do not need to invent a new name by which to identify our profession, but it is obvious that we must be prepared to perform acceptable work in the additional areas that we embrace. It is not enough to make the claim and to extend the commonly accepted definition of records management; we must be prepared to perform and to deliver.

The second alternative is preferable, for several valid reasons.

Work in a single phase of a total field of endeavor does not offer a sound basis for developing a profession when the object of that total field has a life cycle consisting of several phases. It is true that some professional men have achieved honors for work dealing with a single phase of a total subject. But a distinction must be made between a professional body and specialists within a profession. Some doctors, for example, are pediatricians; they are pediatricians because they have chosen to specialize within a broad profession

and they would resist vigorously any assertion that pediatrics is a profession separate and distinct from medicine. There is, obviously, a place within our profession for specialties; but let us not specialize to the degree that the specialty becomes identified as the total profession.

Our profession needs to be broadly defined for another reason: because narrow definition can threaten its continued existence. In all honesty, we must admit that some of the work within the specialty of records retention and storage does not require a high degree of professional competence. Much of it is sheer drudgery and, after a sound retention and storage program has been established, its continued successful administration can become essentially a clerical job. We must recognize also that records retention neither reduces the quantity of records created nor improves their quality; it does nothing more than prevent the accumulation of large quantities of obsolete papers. The executive who accepts a retention and storage program as the solution to all his paperwork problems finds just as many reports, forms, and memoranda on his desk as before. In order to maintain a high professional level, we must be responsible for performing professional tasks that require professional competence. Records management must be aggressive and dynamic; moreover, it must actually perform what it claims it can perform.

As a part of the process of establishing its identity, records management must resolve any differences that have developed with any related professions that regard it with skepticism and distrust. These differences must be resolved on the basis of mutual understanding of and agreement on respective spheres of influence and activities; they cannot be resolved by the unconditional surrender of one profession to the other. Archivists and records managers, for example, must recognize that they have mutual interests in a common field. The interests of the records manager are somewhat broader than those of the archivist, but since we exert an influence upon the permanent documentation in which the archivist is interested we must concern ourselves with that type of material when we develop and establish our various programs. Archivists, for their part, must accept the fact that records management will determine to a considerable extent the type of material to constitute the permanent documentation with which the archival profession is concerned and should work closely with records managers to protect that documentation.

Management frequently finds records management filling a vacuum it itself is unwilling or unable to fill. Management, however, finds it difficult to understand why a person concerned with records

becomes involved in space surveys, office layout plans, and similar management problems. Both must realize that paperwork is of concern because it represents such a large percentage of clerical costs. The goals of the records manager and the management specialist are virtually identical; the approach is different and techniques vary. Here again there are mutual interests in a common field.

Our next need is to establish professional standards, but we must determine the scope and the sphere of our activities before we can establish standards to insure their successful performance. Personnel standards must be realistic to the extent that they provide for the proper accomplishment of our responsibilities. They should, obviously, set forth clearly and without equivocation what a records manager is and what he is expected to perform. Because there probably will never be academic training devoted solely to developing trained records managers, our source of personnel will be the inservice training that we, as a profession, ourselves conduct. We can expect that schools and colleges will recognize the profession to the extent of including indoctrination in records management in general management courses, and it is to be hoped that the specialized courses already given in records management will not only continue but be extended. It is evident that we ourselves will be the main source of technicians and analysts. To this end, the lower graded and lower salaried positions in the profession must be training jobs for the more responsible and higher paid positions.

This inservice training, which will provide our records managers of the future, must be broadly conceived and must be concerned with more than a single specialized area. For example, it will not be sufficient to train a young man merely in the proper techniques of conducting a records inventory or of assembling a functional forms file. Records management cannot be so highly specialized, and we ourselves must be equipped to give a broad and expanded training.

As we establish our identity and our personnel standards, we shall to a considerable degree formulate performance standards for our profession. There will be room for differences of opinion on the best performance techniques—whether, for example, forms should be analyzed from the point of view of their function, their subject, or the procedure that creates them. Regardless of the technique, however, the goal must be the same—the reduction of the number of pieces of paper created and processed without affecting adversely the operations with which they are concerned.

To strengthen our profession we need to develop a body of serious literature relating to the principles, techniques, and methods of

records management. Most of our literature is published in promotional magazines—we are still trying to “sell” an idea. The publication of promotional literature is one of the least effective ways to “sell” records management as a management technique; it is also one of the least effective ways to train our own personnel. As we establish our identity and standards, a solid body of literature will emerge. It may be that there will be enough material of this type to sustain a journal devoted exclusively to records management; if not, we should take advantage of other professional journals, of which the *American Archivist* is one, to present and to make available the sound professional literature we need.

Records management is young; it may well be argued that the strengthening and development of the profession will come with maturity. But some who are concerned with records management as a profession feel the need to hasten its growth. The objectives of the profession are broadening, although slowly. It is reaching areas in which it would have been an intruder ten or even five years ago. Its spokesmen are beginning to drop the “hard sell” with which they have previously approached the profession, although some of them are still irritatingly disputatious. The realization of a records management *profession* is being hastened by the actions of its own practitioners. This is the inevitable result of the recognition that they are members of a profession and, as such, have professional responsibilities. This, in fact, is the final requirement. Records management will achieve professional stature only to the extent that it accepts its professional responsibilities. Thus it is that the achievement of professionalism depends on records management itself.

Wet Papers in Hand

I shall always distrust whatever is marvellous; but ought I to carry my incredulity so far as to doubt facts, which are in the common order of human events, because they are deficient in moral probability? For example, Plutarch assures us, that Cæsar in complete armour threw himself into the sea of Alexandria, holding in the air, with one hand, papers which he wished to keep dry, and swimming with the other. Do not believe a word of this story of Plutarch's; rather believe Cæsar himself, who says not a word of it in his Commentaries; and be sure that when a person throws himself into the sea, and has papers in his hand, that he will wet them.

—Voltaire, *The History of Charles the Twelfth, King of Sweden*, “a new translation from the last Paris edition,” p. 5 (Hartford, Ezra Strong, 1842).

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Information Retrieval

By THOMAS WILDS*

Union Carbide Corporation

AFTER World War II a few American scientists began to ask themselves if recent advances in electronics and automation could be applied to information—to the storage, handling, and retrieval of scientific knowledge. They were vitally interested in better ways to handle information because conventional systems could not keep up with the swelling flood of scientific literature and much scientific information was being lost. Hoping to invent machines to replace conventional systems, the scientists applied mathematics and logic to file systems and library science, and the resulting intellectual ferment became known as information retrieval.

Although originally intended for scientific information, information retrieval can be applied to any area of human activity. For information retrieval is nothing more than a scientific approach to recordkeeping and librarianship, and it will find uses wherever records and books are found. Its application to records may be widespread and revolutionary, and consequently information retrieval is of major interest to archivists and records managers.

THE NEED FOR INFORMATION RETRIEVAL

The clarion call for new ways to retrieve information was sounded by Vannevar Bush in 1945, in his famous and truly seminal article "As We May Think."¹ During World War II, as Director of the Office of Scientific Research and Development, Dr. Bush was responsible for coordinating the war work of 6,000 leading American scientists. He had seen a growing mountain of technical literature overwhelm traditional methods of handling it, so that many scientists were left unaware of work done by other scientists on problems similar to their own. In his article he proposed the invention of a special machine to accommodate scientific records and books on microfilm. The machine would provide a scientist with all pertinent

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¹ *Atlantic Monthly*, 176:101 (July 1945); reprinted in Vannevar Bush, *Endless Horizons*, p. 16-38 (Washington, Public Affairs Press, 1946).

information on a given problem at the flick of a button. He pointed out that building the machine was relatively easy and that the real problem lay in designing a workable indexing system.

Dr. Bush's point about the indexing problem turned out to be crucial. The new electronic computers were wonderful for handling masses of numerical data, but the most important scientific information is in graphic form. Much of it is prose with shifting semantic significances hard to pin down to the rigid logical requirements of machine indexing. But we are getting ahead of the story. First let us examine how traditional approaches to information handling led to the dilemma Dr. Bush encountered. These traditional approaches may be described in terms of three basic ways to handle information—by consecutive arrangement, indexing, and classified arrangement.²

Consecutive arrangement is the arrangement of information in a linear order such as alphabetical, numerical, or chronological. Examples are chronological correspondence files and the internal arrangement of telephone books. Consecutive arrangements do not endow their subdivisions with categorical or subject significance. They maintain their integrity at any volume, but are virtually useless as keys to information content other than by name, number, or date. Consequently they have little value for information retrieval unless they are combined with indexing or classified arrangements.

Indexing means the creation of new and separate records that refer to the consecutive or classified locations of the information itself. Examples are library subject card catalogs, file cross-index sheets, and *Chemical Abstracts*, the monumental index to chemical literature.

Conventional indexes have the fault of being indirect; that is, they provide, not information, but only clues to its location. Another disadvantage is that the searcher can consult only one index characteristic at a time. If he wants information that has a combination of indexed characteristics he must wade through superfluous references that refer to only one of the characteristics he needs. For example, a search for information on "automobiles" in "Texas" means consulting index entries under both terms and then eliminating all entries that do not concern both.

The major shortcoming of conventional indexes is the time and labor consumed to create and use them. As published literature and

² Leo E. Montagne, "Historical Background of Classification," in Maurice F. Tauber, ed., *The Subject Analysis of Library Materials*, p. 16-28 (New York, 1953); J. W. Perry and Allen Kent, *Documentation and Information Retrieval; an Introduction to Basic Principles and Cost Analysis*, p. 116-130 (New York, 1957).

private reports increase and as new indexable characteristics are conceived, the demands in time and labor increase geometrically, indexing falls behind, and literature searches become more laborious.

Classified arrangement is the arrangement of information in predetermined categories having significance as subjects. Examples are most library shelf arrangements and the classified telephone book. Classified arrangements also have their limitations. Whoever creates the categories must accurately assess the future use of their information content, something that proves difficult in practice. Books and records that straddle categories can be placed in only one. Most important, classification systems tend to collapse under great increases in volume.

An example of a classification system in trouble is provided by the U. S. Patent Office. The Patent Office categorizes all patents by class. When an application is received all patents in the appropriate class must be searched to make sure the application is truly novel. As time goes on searches become increasingly difficult because of the rising volume of prior patents in each class. Adding more searchers becomes less and less economical and unfeasible for other reasons. The problem is therefore cumulative and cannot be solved unless radical new means of searching are found. Despite many ingenious adjustments in the system, patent searching is falling years behind and becomes a real barrier to scientific progress. Here is a classic example of a classified arrangement breaking down under stress of increasing volume.³

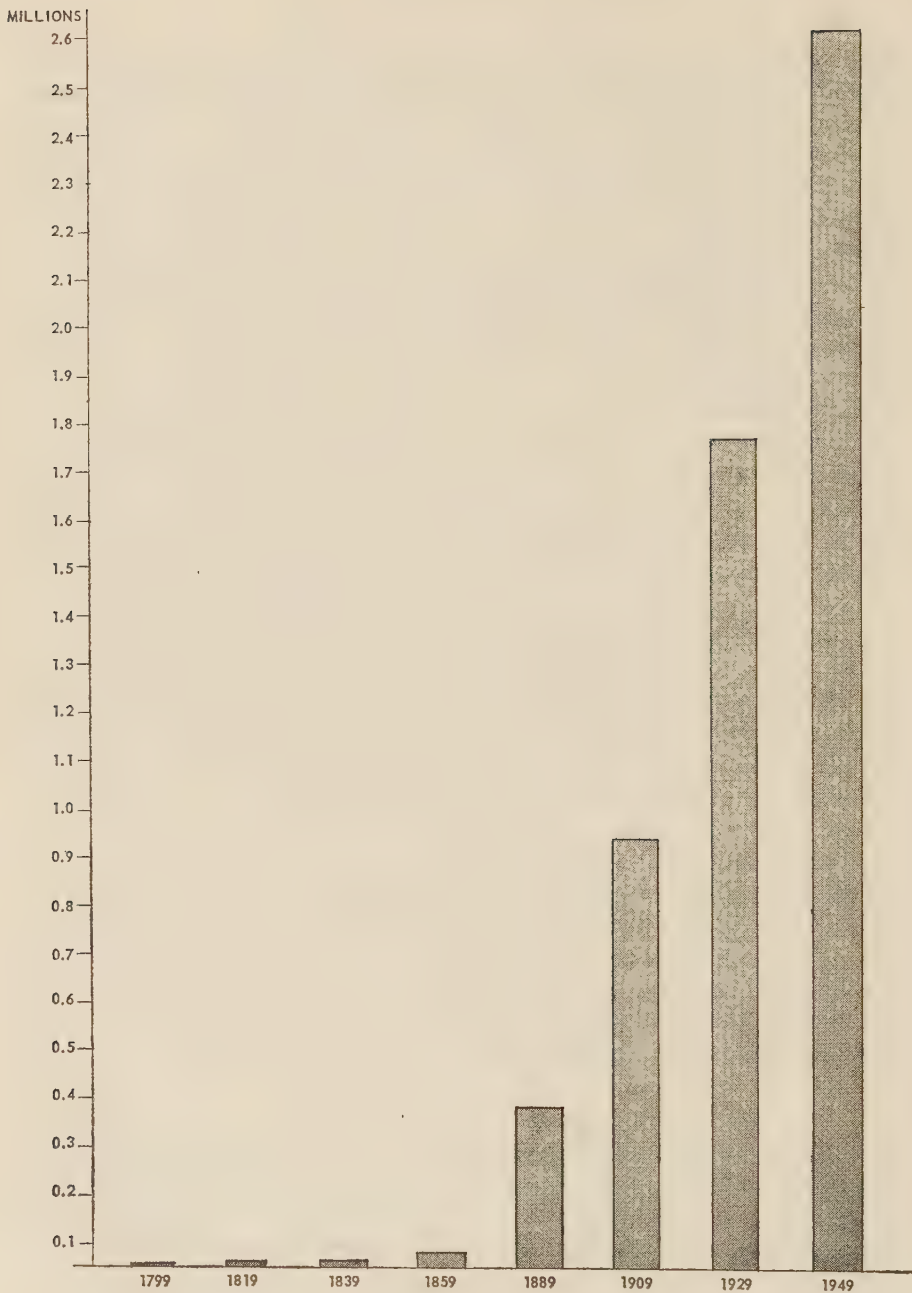
The defects of traditional approaches to consecutive arrangement, indexing, and classification were scarcely noticed in the past, when the volume of information to be stored and retrieved was low. But the quantities of information increasing in almost geometric proportion year upon year made these defects glaringly apparent. Traditional methods had to be changed; there would be new systems, new concepts, new machines, and, inevitably, new problems.

NEW SYSTEMS⁴

Edge-notched cards were an early means to improved information retrieval. They are still the simplest and easiest to use. Known also as edge-punched cards and by the trade names McBee, E-Z Sort, and Flexisort, these cards have many uses in accounting systems as well

³ Advisory Committee on Application of Machines to Patent Office Operations, *Report to the Secretary of Commerce* (Department of Commerce, Washington, 1954).

⁴ Much of the information on these new systems has been taken from Jesse H. Shera, Allen Kent, and James W. Perry, *Information Resources; a Challenge to American Science and Industry*, p. 160-161 (New York, 1958), and from Perry and Kent, *Documentation and Information Retrieval*, p. 123-128.



GROWTH OF PATENTS GRANTED BY U.S. PATENT OFFICE
CUMULATIVE TOTALS 1799 - 1949

as in information retrieval. Edge-notched cards differ from older information handling systems in several important respects. All indexing characteristics of a single record are punched on one card. This card may contain the entire record if microfilm card stock or windows are used, but most edge-notched cards represent the record with an abstract and location reference. Edge-notched cards may be arranged in any order—classified, consecutive, or random.

Each card has holes prepunched around the edges, and each hole signifies one indexing characteristic. To code a card one punches out the appropriate holes so they become notches. The searcher sorts a deck by passing a long needle, like an icepick, through the holes and lifting the deck on the needle. All cards with notches where the needle passes through then fall from the deck and constitute the retrieved information. By using more than one needle the searcher can sort for combinations of indexing characteristics. To find information on automobiles in Texas the searcher puts one needle through the holes for automobiles and another needle through the holes for Texas. Then he lifts both needles and the cards concerning neither characteristic or only one remain in the deck, while cards concerning both characteristics fall out.

Ideal for very small applications, edge-notched cards soon proved useless for major information retrieval problems. Physical difficulties in needling the cards and certain indexing limitations confined the practical number of cards to about 10,000. Below this quantity their many advantages make them attractive. Unlike more complex systems, they carry all or much of the information itself on the indexing medium and are conducive to browsing.

Aspect cards, including Uniterm, Batten, and Peek-A-Boo cards, differ from edge-notched cards in that there is one for each index characteristic rather than one for each record. When an aspect system is used the original records are filed in consecutive order by number. Each aspect card has a standard grid with spaces for each record number. Searching for automobiles in Texas, the searcher takes the card for automobiles and the card for Texas and superimposes one on the other. Light passing through a hole common to both cards indicates a record that combines both index characteristics. The first aspect cards were hand-manipulated, but mechanical systems are under development. The National Bureau of Standards prototype machine to mechanize its Peek-A-Boo system was described at the Boston meeting of the Society of American Archivists.

Cross-filing systems start with a classified file. Unlike conventional classification systems, which accept a record in only one place, cross-filing accepts the record or its duplicate in as many places as

necessary. A record of automobiles in Texas would go under either "automobiles" or "Texas" in a conventional classification scheme. A cross-file system duplicates the record and places copies under both headings.

An outstanding example of the cross-file technique is the Titanium-Aircraft file at Battelle Memorial Institute.⁵ This file brings together all available information about titanium uses in aircraft. It deliberately excludes information about titanium not related to aircraft and information about aircraft not related to titanium. To create the file, scanners read all available literature in appropriate fields and extract pertinent passages. The extracts are then typed on multilith masters, reproduced on 5x8 cards, and filed under all applicable categories. The beauty of the system is that a searcher can find all he needs to know about any subject category, including interrelationships with other categories, merely by reaching into the file and pulling out a handful of cards. In all other systems, handling cards or equipment is merely a first step. Cross-filing also is more conducive to browsing than any other system.

The drawbacks of cross-filing must be readily apparent. Bound books and thick reports cannot be cross-filed for physical reasons. A record to be cross-filed must be standardized, miniaturized, and duplicated—with all the time and expense this implies. A record might well go in 50 places, but a marked increase in duplicate copies could swamp the system. But if applied within definite limits and for a specific purpose, like the Battelle file, cross-filing can be very effective.

The Battelle system is similar to and may be modeled after the Yale University Human Relations Area File started in 1949.⁶ The Yale file has been built up in the manner described above, but has a broader subject matter and faces difficulties from a growth of 14 percent annually. This growth is forcing the file's custodians to abandon the basic concept of a searcher's finding all his information in his hand and to turn to microfilm and computers for help.

NEW CONCEPTS

Attacks on older ways of information handling have been advanced with much vigor by three men at the Western Reserve University School of Library Science—Allen Kent, J. W. Perry, and Jesse H. Shera. Typical of their viewpoint is a 1952 article by Mr.

⁵ Author's notes on visit to Battelle Memorial Institute, Columbus, Ohio, Oct. 3, 1957.

⁶ Frank W. Moore, "Social Science Documentation," in *Special Libraries*, 49:421-426 (Nov. 1958).

Shera,⁷ in which he declared that conventional library methods had become obsolete. The hierarchical classification of knowledge was too rigid; knowledge itself was constantly growing and shifting and could not be relegated to a set of pigeonholes. A book that looked significant in one category today would be far more important in another category tomorrow; 50 index cards for 50 different subject characteristics could not foresee a 51st, nor could they provide for interrelationships among characteristics. Librarians, said Mr. Shera, must abandon their traditional emphasis on physical forms such as books. Instead of classifying books they should classify the ideas in them.

Shera proposed an entirely new approach based on symbolic logic. Citing Leibnitz, George Boole, Bertrand Russell, and Alfred North Whitehead, he averred that the exact methods of mathematics are applicable not only to the study of quantities but to any realm of knowledge, particularly to relationships between classes and propositions. This symbolic logic or mathematical language could be used to manipulate the relationships of ideas in the same way ordinary algebra could manipulate the relationships of numbers.

Basic to Shera's proposal was the fact that the new mathematics employed a binary algebra with only two values, 0 and 1. This "yes" and "no" language was, of course, the language of the electronic computer. Once a classification system was translated into the equations of symbolic logic it could be manipulated by existing hardware to search any desired logical combinations of references or characteristics. Here is one kind of logical problem a computer can solve:

It is known that salesmen always tell the truth and engineers always tell lies. G and E are salesmen. C states that D is an engineer. A declares that B affirms that C asserts that D says that E insists that F denies that G is a salesman. If A is an engineer, how many engineers are there?⁸

If computers can solve this, runs the thinking of Shera and others, why can they not solve a problem like retrieving information on automobiles in Texas, or even blue automobiles in Texas except for air-conditioned Cadillacs?

With these new concepts in mind, the leaders in information retrieval research turned to punched card machines, computers, and microfilm manipulating devices.

⁷ "Classification; Current Functions and Applications to the Subject Analysis of Library Materials," in Tauber, *Subject Analysis*, p. 29-42.

⁸ David O. Woodbury, *Let Erma Do It; the Full Story of Automation*, p. 238 (New York, 1956).

NEW MACHINES

Punched card machines, manipulating Hollerith cards, are the familiar machines used in everyday accounting operations. The use of punched cards for information retrieval is essentially the same as that of edge-notched cards, except that searching is done by machine, the number of index entries is unlimited, and less graphic information can be recorded on the card itself. The volume of workable punched card files varies from 15,000 to 75,000. They can provide relationships among indexing characteristics more complex than edge-notched cards can, but they are inferior to computers and advanced microfilm systems in this respect.

The fact that Hollerith cards are manipulated by automatic accounting equipment designed for routine data processing imposes many limitations on converting them for information retrieval applications.⁹ These limitations and the expense of the machines limit their practical applications to relatively narrow fields such as spectrometric analysis and engineering drawings. The latter application uses a punched card with a microfilm "window" insert containing the drawing. This permits machine searching of the cards and retrieval of full-size drawings by blowing up prints from the "windows."

Electronic computers offer many advantages for information retrieval. They accept an unlimited number of index entries per document and will search unlimited complexities of relationships among the entries using the concepts of symbolic logic. Unfortunately, the standard commercial computers designed for accounting purposes turned out to be hard to adapt for information retrieval.¹⁰ Attempts to use them for information retrieval have often proved inefficient and prohibitively expensive, and the answer now seems to lie in developing special computers aimed solely at information retrieval applications. Work in this area is now in the research and development stage. One such project is the GE-250 Searching Selector, a tape-fed machine of computer-like design developed by Western Reserve University and General Electric.¹¹

Punched cards and computers suffer from one important limitation, which may in the long run disqualify them as information retrieval tools. They cannot conveniently store large quantities of graphic information. They are primarily designed and are best

⁹ Perry and Kent, *Documentation and Information Retrieval*, p. 127.

¹⁰ *Ibid.*, p. 128.

¹¹ National Science Foundation, *Current Research and Development in Scientific Documentation*, no. 7, p. 50, 83, 90 (Nov. 1960).

1W676	229	C1/C1	1W741	FL ASSY-ELECTRICAL CHASSIS	10
DRAWING NUMBER	FRAME NO.	USED ON	TITLE		Dist. No.
ORIGINAL CAMERA FILM THE RECORDAK PRECISION ENGINEERING DRAWING SYSTEM Reduces Costs Improves Quality Provides Faster Service SAMPLE RECORDAK CORPORATION (Subsidiary of Eastman Kodak Company)					
1W676 229 C1/C1 1W741 FL ASSY-ELECTRICAL CHASSIS 10 Dist. No.					

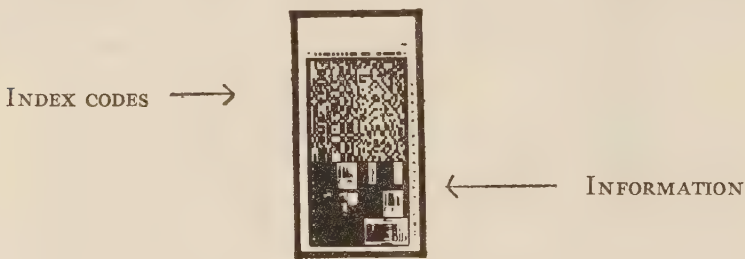
PUNCHED CARD WITH MICROFILM WINDOW

(The microfilmed engineering drawing is indexed by the punched holes.)

suited for handling digital information, raw data expressed in numbers. Yet the information retrieval problem centers around books, reports, and other media containing prose and graphs as well as figures.

Microfilm was an essential part of the system that Vannevar Bush envisioned in his prophetic article. He did not intend graphic information to be reduced to codes or stored in a file system separate from the index system; he wanted a single machine that would store, find, and produce or reproduce the graphic report. He chose microfilm because it preserved the graphic record in a miniaturized and standardized form convenient for storage and machine handling.

Soon after publication of his article attempts to design such a machine were made at Massachusetts Institute of Technology and elsewhere. At first experimenters used conventional microfilm rolls, but soon they decided to cut the rolls into manageable pieces called bits. They set aside part of each bit for one or several page images and left part for indexing codes. They made unlimited



THE EASTMAN KODAK MINICARD

indexing possible by adding more bits entirely devoted to codes. Then they built equipment similar to punchcard machines to manipulate the bits and designed special electronic computers to search the codes. These computers had the same ability to handle logical relationships that ordinary computers have, but they were specially designed for information retrieval use. This special equipment uses optical sensing devices activated by passage or nonpassage of light through small squares on the index parts of the bit.

Microfilm retrieval systems will search unlimited complexities of relationships among index entries. Unlike punched cards or conventional computers, the result of a search is not just a list of document numbers but hard copies of the records themselves reproduced from microfilm. Though now so expensive that only the Federal Government can afford them, microfilm retrieval systems are being

developed rapidly by several companies and their price tags promise to drop from an original \$1,000,000 per complete system to a more reasonable figure. Eastman Kodak is a leader in developing microfilm systems and now has three in actual operation in Federal agencies. Other organizations working to develop microfilm retrieval systems are Itek, Inc., Bell and Howell, AVCO Corp., General Precision Laboratory, Inc., the National Bureau of Standards, FMA, Inc., Magnavox Co., and more.¹²

NEW PROBLEMS

As government agencies, universities, and businesses learn more about information retrieval techniques they see two major problems emerging—the coder problem and the semantic problem.

All the new retrieval systems have one thing in common with conventional file and library systems: human beings have to do the classifying and indexing, and the systems are therefore no better than the people who feed them information. The drawback is especially significant in punchcard machine, computer, and microfilm systems that remove the information from the searcher and leave it accessible only through the indexing. The indexing is done by coders who are not always the intellectual equals of the searchers and who have difficulty in foreseeing the searchers' needs. Moreover, the coders' job is a dull one—just the sort of job that automation is supposed to eliminate.

One solution to the coder problem is an optical scanner such as the one being developed by H. P. Luhn of IBM. His scanner is intended to "eliminate the intellectual and manual tasks still existing in the preparation and processing of documents for mechanical retrieval."¹³ Luhn's device can scan a printed book or record and select key sentences to be printed out as an "auto-abstract." The auto-abstract is stored in a computer memory, which the searcher consults by submitting a typewritten question to the scanner for computer input. The computer analyzes the question for relationships among words similar to those in its memory and retrieves all related auto-abstracts. Even if the auto-abstract idea should prove unfeasible, it would still be possible to use Luhn's scanner to index on the basis of single words or "keywords."¹⁴

The second problem—semantics—is the one most frequently

¹² Author's notes on visit to Eastman Kodak's Hawkeye Plant, Rochester, N. Y., Oct. 10, 1957, to inspect Minicard equipment; National Science Foundation, *Current Research*, p. 81-89.

¹³ National Science Foundation, *Current Research*, p. 30.

¹⁴ Charles L. Bernier, "Documentation in the Field of Science," in *Special Libraries*, 49:419 (Nov. 1958); Woodbury, *Let Erma Do It*, p. 256-257.

cited by information retrieval researchers. If words had strictly defined meanings that everyone understood, all would be well. The problem of matching words to meanings is a notorious hindrance to communication among people, to say nothing about communication among people and machines. Again using our well-worn example, suppose we want information on automobiles in Texas and the information is indexed under motor vehicles and Lone Star State—what then?

One answer is the keyword system already mentioned, where a machine recognizes and uses only a restricted vocabulary of certain words. Another is Itek's development of L-Indexing, which translates conventional language into language expressible in symbolic logic. Lockheed Aircraft is searching for a "normalized" English in cooperation with Itek. MIT and Ramo-Wooldridge are working on a system that will search natural language (our confusing and illogical everyday English) without many special language changes. Planning Research Corporation is working on a "simplified language." The Patent Office has come up with a "meta-language" amenable to logic called "Ruly English." Remington Rand-Univac is one of the many organizations putting together a "machine thesaurus" to translate illogical ordinary language into logical machine language.¹⁵ The erection of this latter-day Tower of Babel is evidence enough that the semantic problem is serious, that it is being attacked from many sides, and that its solution may well be the key to successful information retrieval on a large scale.

Strangely enough, it seems easier for machines to translate one language into another than to translate any language into logical terms. Programs are underway for machine translation into English of Russian, French, German, Italian, Japanese, Czech, Polish, Serbo-Croatian, Chinese, and Arabic. These programs are mostly restricted to technical literature, and some can already produce unorthodox but understandable translations.¹⁶

THE FUTURE OF INFORMATION RETRIEVAL

In spite of many advances in theory and technique, information retrieval is not yet a practical success. It certainly has not solved the problems of scientific information. A 1958 survey¹⁷ noted that

¹⁵ National Science Foundation, *Current Research*, p. 17; Bernier in *Special Libraries*, 49:419.

¹⁶ National Science Foundation, *Current Research*, p. 57-78; Woodbury, *Let Erma Do It*, p. 253.

¹⁷ Burton W. Adkinson, "United States Scientific and Technical Information Services," in *Special Libraries*, 49:407 (Nov. 1958). For a critical view of information retrieval see I. A. Warheit, "Machines and Systems for the Modern Library," in *Special Libraries*, 48:357-363 (Oct. 1957).

scientific information handling had deteriorated further in the 13 years since Vannevar Bush's article. Technical information had increased rapidly: technical journals were 24,000 in 1924, 50,000 in 1952, and would be 100,000 by 1979. Technical libraries were swamped and had virtually abandoned hope of covering their respective fields. Fourteen of the leading abstracting and indexing services were covering only half the literature in their fields. These libraries and services still had to depend on conventional systems because machine systems developed thus far were too costly or just not so good.

Though information retrieval has not yet accomplished what it set out to do, there are good reasons for believing it will in the future. First, it is badly needed. All information, technical and nontechnical alike, is constantly increasing in volume and complexity, and new ways must be found to handle it. Second, many American electronics and business machines companies have committed their scientists and their money to information retrieval research. Much of this research is encouraged or supported by the Federal Government. Third, the products of this research are gaining acceptance as they appear. A 1958 list of American organizations using machines for technical literature searching shows 10 government and defense organizations, 9 universities and private institutions, and 14 business organizations.¹⁸ Finally, we should expect machines to assume more and more of the monotonous tasks of indexing and research just as they have assumed repetitious operations in our factories.

As new methods of information retrieval are applied to scientific and other areas of human activity, we can expect many innovations in records and recordkeeping. These innovations may be revolutionary. One could be centralized recording and machine-searching of land records in State capitals. Another could be the reduction of major genealogical source records to a single computer installation for accurate and instantaneous searches. Another could be the automation of business records such as those of credit-rating companies. Will not innovations of this magnitude call for changes in our own field of archives and records management?

How should we prepare for these innovations? I think we can prepare ourselves in three ways. First, we should keep informed of every advance that might improve our records. Second, we should keep our minds open to the changes that will inevitably re-

¹⁸ Allen Kent and James W. Perry, *Centralized Information Services; Opportunities and Problems*, p. 152-154 (New York, 1958).

sult when these advances are put into practice. Third, we ourselves should play active roles in introducing these changes and in adapting information retrieval advances to records—the heart of our profession.

Plain and Comprehensive

Book-Keeping is a system of recording the transactions of business in any occupation in which a person may be engaged, so as to show in a plain and comprehensive manner, its condition and progress, and thereby enable that person to know his pecuniary situation, possess ability to substantiate his claims and protect his property, and at death leave behind him, evidence that will enable his friends to understand his business relations and engagements, and settle his affairs in a satisfactory manner.

—*Gray's Manual of Reference for Business Men*, p. 157 (Springfield, Ohio, 1879).

Lost If Not Recorded

Communication may leave no trace. A conversation, whether direct or over the telephone, will be lost if it is not recorded. But in our time a dozen new means of recording have been invented to supplement or replace handwriting and print. We now have typing with carbon copies, mimeographing, microfilming and tape-recording of radio talks and TV appearances. Probably we are only at the beginning of this new series of recording and communicating devices; and already we are keeping a record of a far larger portion than ever before of a total of human utterances which is greatly increasing in volume.

It would take an atomic world war to reduce this accumulating mass of stored information to the dimensions of those fragmentary records that have come down to us from the less recent past. Meanwhile, the increase in the output of documentation is fantastic. In Britain, for example, the number of cubic feet of official documents producing during the Second World War and not destroyed by “conventional” (i.e. pre-atomic) air bombardment is said to have been greater than the number of cubic feet of surviving documents from the whole previous history of the kingdoms of England and Scotland.

—Arnold Toynbee, “The Gulf of Ignorance: Can Computers Help Bridge It?” in *The Information Explosion*, sec. 11 (advertisement), *New York Times*, Apr. 30, 1961. Quoted by permission of International Business Machines Corp.; ©1961 by International Business Machines Corp.

Dead Figures? No—Live Facts!

By ROLAND H. LANGELIER*

Department of the Army

DURING the last week of June every year we usually hear the faint sound of gnashing teeth. Some of it emanates from baseball fans whose favorite team just can't seem to break that losing streak and some from husbands and wives deciding whether the family will have its vacation at the beach or in the mountains. But most of the molar-grinding is due to the fact that this is the time for making fiscal year reports. Perhaps we can take some of the edge off this uncomfortable period if we talk about how the records manager can make his report advance his program.

The annual records disposition report sent to the Adjutant General shows the *quantitative* aspects of management activities. Since records surveys, file maintenance, mail and correspondence management, document reproduction control, and training usually can be appraised only *qualitatively*, how can one make the figures in his report reveal the facts about his program?

First, compare this year's report with last year's—and even the report of two years ago. Find the trend of your holdings at the ends of the reporting periods and determine whether you are gaining or losing ground. If you have more records on hand now than you had last year or the year before—why? Are some records being retained too long? Are transfers and retirements being made as scheduled? Are disposable records not being disposed of? Are reference papers (convenience, transitory, nonaction, and working-paper files) being retained too long? Are too many copies of records being regularly produced either by typewriter or quick-copying devices? Are there duplicate sets of files as the result of failure to decentralize record copies?

Answers to these and similar questions will give you a picture of your trend in holdings, disposition, and creation. The answers may reveal good progress in some areas, fair progress in others, and no progress in a few. No program stands still; it progresses or regresses.

* The author is a member of the staff of the Records Administration Branch of the Adjutant General's Office, Department of the Army. His paper was distributed by the director of the Army records administration program to records administrators of all major Army commands.

So much for the big picture. For detail use your feeder reports (those you receive from individual units) to prepare percentage distribution tables to reveal peculiar or even illogical conditions that you must investigate. The more you examine the tables, the more meaningful and useful they become in pinpointing problem areas. For instance, tables in our office show that last year Army X held 19%, created 20%, and destroyed 12% of all records in the field. Army Y, on the other hand, held 9%, created 8%, and destroyed 11% of field records. Did Army X or Army Y do the better job? Why? That is the type of answer you need to get to the questions posed by an analysis of your own situation.

This type of analysis may show you, for example, that in an extreme case 75% of your records holdings is in the custody of Element A, and that the other 25% is distributed among 20 other elements. You may find that Element A, with the largest holdings, does the least disposition or destruction. Perhaps Element B, which has only 15% of the holdings, is creating 60% of the records. Or you may find that Element C, with only 5% of the holdings, is accounting for 90% of the destruction. These conditions are shown in Table 1.

Organization	Table 1. PERCENTAGE DISTRIBUTION.			
	Holdings	Creation	Disposition	Destruction
Total—all elements	2,000	1,000	500	400
Element A	1,500 (75%)	200 (20%)	20 (4%)	10 (2½%)
Element B	300 (15%)	600 (60%)	40 (8%)	20 (5%)
Element C	100 (5%)	150 (15%)	400 (80%)	360 (90%)
All others	100 (5%)	50 (5%)	40 (8%)	10 (2½%)

Here are typical questions suggested by this percentage distribution.

1. Is *Element A* "hoarding" records and not making disposition? Are there too many sets of reference publications, all *supposedly* essential? How about other reference papers? Are some items being counted as "records" when they shouldn't be?

2. In *Element B*, is the duplicating or quick-copying machine working overtime making too many unnecessary copies? Are unnecessary typewritten copies being produced? Exactly *who* in Element B is generating so many records? Is the files plan being followed?

3. In *Element C*, does the large destruction this year mean only that this outfit has finally cleaned out its old "junk"? If so, have steps been taken to prevent similar accumulations in the future?

4. *Overall*: Is the records management officer uninterested in his work? Untrained? Incapable? Bewildered? Preoccupied with other assigned duties? Spending too much time operating and not enough managing?

The answers to these questions certainly ought to point the way to corrective actions—and to commendatory actions, too.

Another revealing type of analysis is the ratio method. Using this you can determine, for instance, that Element A creates 1.5 feet for each foot it disposes of, and that Element B creates only 1 foot for each 1.6 feet it disposes of. This can be a very simple method of measuring and comparing progress. Table 2 is a sample of this type of ratio table. In the two ratio columns you will note that progress Army-wide is still much too slow. An ideal situation for the next few years can be reached if 2 feet are destroyed for each foot created. After a while a ratio of about 1:1 would be a desirable balance, and would reflect a firmly established disposition operation. (Note the impact of the Korean Campaign on records creation in fiscal years 1952 and 1953, also the accelerated generation of records when the "Space Age" giant began to awaken in fiscal year 1955.)

Table 2. RATIO ANALYSIS.

Total Army Records in Current Files Areas (Operating Offices):

<i>FY</i>	<i>Creation</i>	<i>Disposition*</i>	<i>Destruction</i>	<i>Ratio of Creation to Disposition</i>	<i>Ratio of Creation to Destruction</i>
1951	816,657	506,415	367,057	1.613 to 1	2.225 to 1
1952	1,070,734	775,186	467,199	1.381 to 1	2.291 to 1
1953	1,251,005	828,880	534,493	1.509 to 1	2.340 to 1
1954	1,129,464	1,089,717	715,581	1.036 to 1	1.578 to 1
1955	1,205,205	1,293,643	902,294	1 to 1.073	1.335 to 1
1956	1,089,718	1,126,650	810,754	1 to 1.033	1.344 to 1
1957	996,487	997,064	700,160	1 to 1	1.423 to 1
1958	959,461	982,687	713,654	1 to 1.024	1.344 to 1
1959	877,009	947,166	705,359	1 to 1.080	1.244 to 1

* Includes destruction, salvage, transfer, and retirement.

It is the American habit to put a price tag on everything, and practically every records management action is basically money-saving. Manpower, materials, and space are translatable into money.

Take time occasionally to compute how much the improvements you have made contribute to dollar savings or even to dollar benefits. You will find that this will help you immeasurably to "sell" the next program action and to point out other areas you need to attack. Here are some areas of improvement:

1. Reduction in cost of files maintenance in current file areas (operating offices) through application of standard filing practices.
2. Efficient utilization of filing equipment, including the use of open shelves.
3. Accelerated transfer of specified fast-growing files.
4. Decentralization of record copies to eliminate duplicate sets of files.

5. Elimination of nonessential mail handling.
6. Reduction in the costs of records holding areas to maintain and service files.
7. Reduction in the number of copies of correspondence prepared.
8. Limitation on the use of letters of transmittal.
9. Increased use of form and guide letters instead of composed letters.
10. Distribution of reproduced material on a need-to-know basis.

Now let's explore the subject of "selling your program" or "briefing the boss," using an imaginary session for our purpose. We will assume that your boss, Mr. Big, has a *fair* idea of records management. The figures in your report reveal the facts about your program. It's most important that you solicit the continued support of top management—it's no accident that the rate of progress in any program is in direct ratio to the weight of the top support it gets. This is your annual opportunity—don't pass it up.

Here's a type of presentation statement we've heard all too often:

Sir. During the last fiscal year, this installation created 4,586 feet of records, effected disposition of 6,298 feet, of which 526 feet were destroyed and ended the fiscal year with 11,864 feet on hand—a reduction of 1,712 feet or 12.6% from the holdings of the previous fiscal year.

Mr. Big has not been initiated in the mysterious language of our craft. Let us try to read the thoughts that race through his mind.

"Created?" Is this guy reciting a verse from the Bible? "Feet?" We're not in the shoe business! "Destroyed" Government records! O my stars! We'll all be court-martialed! And me with 27 years' service! "Fiscal year?!" That must have something to do with money. "Feet on hand?!" This boy doesn't step on anyone's toes—he's mauling their hands! "Holdings?!" I wonder if he's talking about a hammerlock or a body press? Or maybe he's a mutual funds salesman in his spare time!

This reaction is not so ridiculous as you may think! To a layman our specialized language can be very foreign, may be misleading, and might even appear silly. The facial expressions we've seen have indicated this kind of confusion more than once. So we have our first important lesson. Know your audience and speak in terms that will reach it.

Let's try it differently:

Sir. During the 12-month period ending 30 June 1957 Fort Blank produced enough new records to fill 765 four-drawer file cabinets.

During that same period we transferred to the records holding area in Building 21 records that would fill 112 four-drawer file cabinets. Thus we made available for further use those 112 file cabinets, and we vacated the 672 square feet of office space those files occupied. This action resulted in an equipment savings of \$5,040 and a space savings of \$1,680.

Also, by following the instructions in Army Regulations we were able to sell as wastepaper the equivalent of 938 file cabinets of now valueless records having a total weight of over 84 tons. From this sale we realized \$1,848.

A portion of the records sold as wastepaper (the equivalent of 138 file cabinets) vacated 193 square feet of records holding area space valued at \$96. The remaining quantity vacated 4,800 square feet of office space valued at \$12,000 and emptied 800 file cabinets with a replacement cost of \$36,000. Our gross monetary savings, therefore, amounted to \$56,664.

At this point I am sure that you will have aroused Mr. Big's curiosity and he is likely to ask questions. For instance, he may wonder why the savings in the records holding area were so small compared to those in the operating offices. You should be prepared to point out (1) that records holding areas utilize shelving instead of file cabinets; (2) that records there are housed in cardboard boxes stacked as high as the ceiling and floor load capacity will permit; (3) that 14 square feet of floor space in records holding areas will house as many records as 60 square feet of space in offices, where file cabinets are used; (4) that both the cardboard boxes and the records contained in them are disposed of since it is more economical to throw away the boxes than to empty them; and (5) that the cost of floor space in an average records holding area is approximately one-fifth the cost of space in an office.

This is our second important lesson. Know your subject far better than anyone present. The only good reasons for "canning" your presentation are to save the boss valuable time and to permit you to give an orderly, uncluttered briefing. Always be ready to support or to explain your facts.

After you have answered all his questions satisfactorily, you continue your presentation.

On 1 July 1958 we had on hand the equivalent of 2,263 file cabinets of records or 13,576 linear feet of records (calculated at the rate of 6 feet of records to each file cabinet). By 30 June 1959 that quantity had been reduced by 285 cabinets to 1,978 cabinets—a reduction of 12.6%.

To get the job done, we had these costs: \$112 for fiberboard records boxes and sealing tape for the records holding area; \$250 for the transfer of records from operating offices to the records holding area; and about \$1,150 for 700 manhours on the operation in the records holding area. The \$1,848 realized from the sale of wastepaper alone more than offset the cost of disposing of those records. Our net savings, therefore, amounted to over \$55,000.

I mentioned previously that we had produced over 4,500 feet of new records or the equivalent of 765 four-drawer file cabinets. But for every foot of records gained we transferred to the records holding area, retired to records centers, or destroyed 1.373 feet of records. In fact we destroyed 1.227 feet for every foot we produced. This is a satisfactory ratio of disposition (loss) to

creation (gain), but it should be improved. We intend to continue to emphasize our controls on unnecessary copies produced either by typewriter or quick-copying machines, and to eliminate the filing of unessential papers.

At this time Mr. Big is likely to have more questions. Try to anticipate most of these and answer them factually. If you don't know the answer, tell him you will get it for him. Don't guess, don't hedge, don't bluff. If he asks your opinion on certain matters, give it honestly and without thought of "office politics." The records management officer who acts in this manner will be respected and trusted.

You have probably heard the old Chinese proverb that one picture is worth a thousand words. This brings us to the subject of charts. Not "pretty" charts prepared in many colors, with fancy lettering and illustrated borders, but simple, useful charts that enable one to grasp the significance of a condition at a glance. It doesn't make too much difference whether they are "line," "bar," or "pie" charts. The important thing about charts is that they can tell a story briefly and effectively.

Prepare charts accurately and use care in plotting details. Charts should be neat in appearance, should emphasize important facts by dark tones or heavy lines, and should reveal trends and progress towards a goal. They should never be cluttered up with details that detract from or obscure the main point. Properly used, charts can be exceedingly beneficial in reports, briefings, and training to put across a point or highlight a situation. One caution, however, on their use. Don't *ever* try to read exact figures from charts. A line or bar may show that the quantity plotted is in the vicinity of 250,000, but it *will not* and *must not* try to show that the quantity is exactly 253,487.

The annual records disposition report is our primary source of statistical data. This article has tried to show how to glean program facts from reported figures, how to follow through on the basis of these facts, how to exploit the facts to maintain the top support vital to a program, and how to expand the principle of the disposition report to additional program elements.

If you want your program to show up well, use the best prop you have—your annual report.

~~ALL AND HOW TO HEAR FROM YOU WHEN THE SPIRIT MOVES ANY ONE OF~~
WASHINGTON, FEB. 11TH, 1876.

DEAR COUSIN HENRY;

IN WRITING YOU A FEW DAYS AGO, I FORGOT TO NO-
CE YOUR INQUIRY IN REFERENCE TO THE REMOVAL OF CHAMBERLAIN FROM THE
SOLOMON P.O. I SHOULD HAVE SAID THAT I THINK THAT MR. PARSONS IS SAT-
ISFIED THAT CHAMBERLAIN SHOULD NOT HAVE BEEN REMOVED. I KNOW THAT
HE IS INTENDING TO FIND SOME EQUALLY GOOD POSITION FOR CHAMBER-
LAIN IN THE POSTAL SERVICE.

I HAVE SAID THUS MUCH PARTLY TO MAKE AMENDS ^{my} FOR ~~OF~~ FORGETFULNESS,
BUT MAINLY TO SHOW YOU A SPECIMEN OF THE WORK OF A MACHINE CALL-
ED THE TYPE-WRITER, WHICH I AM JUST TRYING FOR THE FIRST TIME.
IT IS ABOUT THE SIZE OF A COMMON SEWING-MACHINE; AND HAS A KEY-
BOARD LIKE A PIANO, EACH KEY REPRESENTING A LETTER OR FIGURE.
THE PAPER IS PLACED UPON A ROLLER AND THE TYPES STRIKE UP AGAINST
THE PERRAS YOU TOUCH THE KEYS. I AM NOT YET VERY SKILLFUL IN US-
ING IT, BUT I HAVE WRITTEN THIS IN ABOUT TWICE THE TIME IT WOULD
HAVE TAKEN ME TO WRITE THE SAME AMOUNT WITH A PEN. YOU WILL ALSO
SEE THAT I HAVE MADE A FEW BLUNDERS FOR EXAMPLE CRETE CALLS MY AT-
TENTION TO THE FACT THAT I SAID APEN INSTEAD OF A PEN. A MAN WHO
IS USED TO IT, CAN OPERATE THE MACHINE A THIRD FASTER THAN HE CAN
CAN WRITE WITH A PEN. THE FAMILY JOIN ME IN MUCH LOVE TO YOU

—Courtesy The Western Reserve Historical Society

GARFIELD TRIES THE "TYPE-WRITER"

Letter, 1875, from James A. Garfield, then Congressman from Ohio, to a relative,
Henry Ballou Boynton of Chagrin Falls, Ohio. "Crete" is Garfield's nickname for
his wife, Lucretia.

ALL AND HOPE TO HEAR FROM ANY ONE OF YOU WHENEVER THE SPIRIT
MOVES THAT ONE. CRETE IS STANDING BY ME AS SHE OUGHT ALWAYS TO DO AND
SAYS ---JUST AT THIS POINT THE NEW BABY SQUALLED AND SHE WENT OUT
OF THE ROOM;SO I MUST OMIT TO SAY WHAT SHE WAS ABOUT TO TELL ME.

IT WOULD BE ALMOST LITERALLY TRUE WERE I TO SAY THAT I HAVE
NOT YET HAD TIME TO HELP FIND A NAME FOR THE AFORESAID BABY.AND
THEN THE SIXTH IS A LITTLE HARDER TO NAME THAN THE FIRST OR SEC-
OND. PLEASE SAY TO PHEBE THAT IT IS A LONG TIME SINCE WE HAVE HEARD
FROM HER AND I THINK SHE OWES ME A LETTER. I HEAR GOOD REPORTS
OF THE PROGRESS OF THE GIRLS AT NIMM, I HOPE WE SHALL SEE THEM
THERE BEFORE THE SEASON IS OVER.

WITH MUCH LOVE I AM AS EVER,

YOUR COUSIN,

James A. Garfield
JAMES A. GARFIELD.

This letter, with other Garfield memorabilia, was recently given to the Western Reserve Historical Society by William Rathbun, grandson of the recipient.

The *American Archivist* is indebted to Meredith B. Colket, Jr., director of the society, for the photograph of this interesting document.

State and Local Government Records Programs

By REX BEACH and JOHN T. CATON*

Committee on Records Management, S. A. A.

THE RESULTS of the Records Management Survey made by the Society's Committee on Records Management during 1960 are shown on the accompanying charts. This investigation into the status and scope of records management at the State and local levels of government represents the beginning of a study designed to make the committee a more effective advisory group to these governments.

The committee was faced with the fact that there is practically nowhere to turn for statistics relating to State and local records management programs. It had assembled some data from questionnaires sent to records managers in each State in 1956, but had collected almost no information on county and municipal programs. Although the idea of another questionnaire was not appealing it nevertheless seemed necessary as a beginning. To this second questionnaire 43 States and 39 local governments responded.

The records management programs of State and local governments present a complex picture, which does not lend itself to hasty analysis. Some misunderstandings naturally arose in the completion of the questionnaire and its interpretation by the committee. This was especially evidenced in answers received to questions on the scope of particular programs, and the committee's efforts to resolve these misunderstandings were not invariably successful. Thus the information presented about a program may not always be entirely accurate, but it certainly is suggestive of what is or is not being done in the records management field.

On the basis of the survey returns, there appears to be an increasing interest in records management on the part of State and local governments. All too frequently, however, this interest fails to result in positive and vigorous action.

* Mr. Beach, Assistant Records Administrator, Maryland Hall of Records, and Mr. Caton, State Records Advisor, Records Management Division, Illinois State Library, are active members of this Society's Committee on Records Management. The useful charts they have compiled from their survey questionnaire were printed by courtesy of Charles F. Carpentier, Illinois secretary of state, and are here presented in somewhat reduced size.

Chart 'A' State Programs

1960 - Records Management Survey

Organization and Staff

STATE	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES FULL TIME	MINIMUM STATUTORY RETENTION	CONTINUING DISPOSAL SCHEDULES	SCHEDULED BY RECORDS AGENCY	SCHEDULES OR DISPOSAL REQUEST APPROVAL (OTHER THAN ARCHIVIST AND AGENCY)	SERVES STATE B-COUNTY C-LOCAL	REMARKS
Alabama	Department of Archives and History	Peter A. Brennan	DIRECTOR							INFORMATION SUPPLIED INDICATES THERE IS NO RECORDS MANAGEMENT PROGRAM. SEE CHART 'B' FOR MICROFILM PROGRAM.
Arkansas	No Program									INFORMATION SUPPLIED BY JOHN L. FERGUSON, EXECUTIVE SECRETARY, ARKANSAS HISTORY COMMISSION.
California	Archives and Central Records Depository	Paul J. O'Brien	ARCHIVIST					X		DEPARTMENT OF FINANCE RECENTLY SUBMITTED STATE RECORDS SITUATION, ANTICIPATE LEGISLATIVE ACTION IN 1961.
Colorado	Division of State Archives and Public Records	DeJores C. Renze	ARCHIVIST	13-15	2	1 Year	Yes	X		Public Records Advisory Commission and Attorney General
Connecticut	Department of Finance & Control	McBester	MANAGEMENT ANALYST	1	1	6 Years	Yes	X		Records Management Committee
Delaware	Public Archives Commission	Leon deValinger	STATE ARCHIVIST	12		None	Yes	X		
Georgia	Secretary of State, Department of Archives and History	Mary Givens Bryan	STATE ARCHIVIST			6 Years	No - Will in Near Future	X		Secretary of State
Hawaii	Archives Division, Department of Accounting and General Services	Elizabeth H. Wray	ASSISTANT ARCHIVIST	3		None	Yes	X		Comptroller
Illinois	Records Management Division - Illinois State Library - Office of the Secretary of State	John T. Caton	STATE RECORDS ADVISOR	16		None	Yes	85%	15%	State Records Commission
Indiana	State Archives of the Indiana State Library	Margaret Pierson	STATE ARCHIVIST	1	1	3 Years	No		X	State Commission on Public Records
Iowa	State Department of History and Archives	Jack Masgrove	CURATOR	4	5-10 Years	No	No		X	Curator
Kansas	Kansas State Records Board	Robert W. Richmond	ARCHIVIST			Yes			X	State Records Board
Kentucky	Department of Finance, Division of Archives and Records Service	Charles F. Hinds	DIRECTOR	1	None	No	No		X	Archives and Records Commission
Louisiana	State Archives and Records Commission	John Reger	DIRECTOR	6	Varies	6 Years	Yes		X	
Maine	No Program									INFORMATION SUPPLIED BY HAROLD I. CROSS, SECRETARY OF STATE.
Maryland	Hall of Records Commission	Rex Beach	ASSISTANT RECORDS ADMINISTRATOR	9	3 Years	Yes	Yes	X		Archivist and Board of Public Works
Massachusetts	No Program									INFORMATION SUPPLIED BY JOSEPH D. YARD, SECRETARY OF THE COMMONWEALTH.
Michigan	Department of Administration	D. S. Sidiak	RECORDS CENTER SUPERVISOR	10	7 Years	Yes	Yes		X	Auditor General, Attorney General, Historical Commission, State Administrative Board
Minnesota	State Archives and Records Service	Robert M. Brown	STATE ARCHIVIST	6	None	Yes	Yes		X	State Archives Commission
Mississippi	No Program									INFORMATION SUPPLIED BY CHARLOTTE CAPRE, DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY.
Missouri	No Program									INFORMATION SUPPLIED BY RICHARD L. BROWNLEE, SECRETARY, STATE HISTORY SOCIETY.
Nebraska	Legislative Study Committee - 1959 Anticipate Legislation - 1961 - SEE REMARKS COLUMN									INFORMATION SUPPLIED BY RICHARD L. BROWNLEE, SECRETARY, STATE HISTORY SOCIETY.

Chart 'A' State Programs

1960 - Records Management Survey

Organization and Staff

STATE	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES FULL PART TIME	MINIMUM STATUTORY RETENTION	CONTINUING DISPOSAL SCHEDULES	SCHEDULED BY RECORDS AGENCY MGMT.	SCHEDULES OR DISPOSAL REQUEST APPROVAL (OTHER THAN ARCHIVIST AND AGENCY)	SERVICES A-STATE B-COUNTY C-LOCAL	REMARKS
Nevada	Secretary of State	John K. Woodburn	DEPUTY SECRETARY OF STATE				X	State Board of Examiners	A *	STATUTE PROVIDES FOR DISPOSITION OF COUNTY AND LOCAL RECORDS.
New Hampshire	Department of Administration & Control Division of Budget & Control	Leonard S. Hill	COMPTROLLER							NO PROGRAM. SURVEY IN PROGRESS. ANTICIPATE 1961 LEGISLATION.
New Jersey	Bureau of Archives & History	Thomas Amelia	HEAD	9 2	None	Yes	X	State Records Committee	A B C	
New Mexico	State Commission of Public Records	Joseph F. Halpin	PUBLIC ADMINISTRATOR	4	3 Years	Yes	X	Commission of Public Records	A	
New York	Division of Budget, Executive Department	Vernon B. Santen	ASSOCIATE BUDGET EXAMINER	0 2	None	Yes	X	Attorney General, Comptroller, Commissioner of Education, Director of Budget	A	LEGISLATION BECOMES EFFECTIVE OCTOBER 1, 1960 - WHICH THOROUGHLY REVISES AND BROADENS THE SCOPE OF THE STATE RECORDS MANAGEMENT PROGRAM.
New York	Education Department Local Program Division of Archives & History	Howard W. Crocker	ASSOCIATE PUBLIC RECORDS EXAMINER	4		Yes	X	Local Officials and State Commissioner of Education	B C	THIS PROGRAM PROVIDES COMPLETE ASSISTANCE TO ALL LEVELS OF LOCAL GOVERNMENT IN FIELD OF RECORDS MANAGEMENT.
North Carolina	Department of Archives & History Division of Archives & Manuscripts	H. G. Jones	STATE ARCHIVIST	1 1 9 1	None	Yes	X		A B C	STATE RECORDS SEC. LOCAL RECORDS REC.
Ohio	Budget Division, Department of Finance	William H. Archer	RECORDS MANAGEMENT SUPERVISOR	2 0	None	Yes	X	State Records Commission	A	
Oregon	Oregon State Archives Department of Finance & Administration	David C. Duniway Elmer G. Baldwin	1 1/2 1 1/2 RECORDS MANAGEMENT ANALYST			Yes	X	Board of Control	A B A	A COOPERATIVE PROGRAM - FINANCE EMPHASIZES RECORDS IMPROVEMENT - ARCHIVES - RECORDS CONTROL.
Pennsylvania	Office of Administration Bureau of Programs & Management	LeRoy B. DePuy	RECORDS MANAGEMENT SPECIALIST	2	7 Years	No	X		A	
Puerto Rico	Instituto de Cultura Puertorriquena	Luis M. Rodriguez Morales	ARCHIVIST GENERAL		None	Yes	X		A	
Rhode Island	Division of Accounts and Control, Central Services, Records Management Section	Howard Priesel	RECORDS ANALYST	4 1	7 Years	Yes	X	Legislative Committee on Accounts & Records	A	
South Dakota	Department of History, State Historical Society	Will D. Robinson	SECRETARY	0 2		No	X	State Board	A	
Tennessee	State Library and Archives	Robert M. McBride	SENIOR ARCHIVIST	1 0	9 Years	Yes	X	Public Records Commission	A	
Texas	State Library, Records Division	William H. Carlton	RECORDS SUPERVISOR	3 4	10 Years	No	X	State Librarian, Auditor, Comptroller, and Attorney General.	A	
Utah	State Archives	F. T. Johnson	RECORDS MANAGER	1 0	None	Yes	X	Records Committee *	A	PROPOSED LEGISLATION WILL ESTABLISH A COMPLETE RECORDS MANAGEMENT PROGRAM IF APPROVED.
Vermont	Department of Administration, Public Records Div.	Olney W. Hill	PUBLIC RECORDS DIRECTOR	4	6 Years	Yes	X	Public Records Advisory Board	A B C	
Virginia	State Library, Records Management Division	Lloyd S. Myer	STATE RECORDS ADMINISTRATOR	7 0	None	Yes	X	Comptroller	A B C	
Washington	Department of General Administration, Division of Archives and Record Management	Ralph Buehman	ARCHIVIST	3 1	*	Yes	X	State Records Committee	A B C	OFFICIAL PUBLIC RECORDS - 10 YEARS OFFICE FILES - MEMORANDA - 1-7 YEARS
Wisconsin	Department of Administration	M. J. Brickford	RECORDS MANAGEMENT SUPERVISOR	6	None	Yes	80%	Committee on Public Records	A	
Wyoming	State Archives and Historical Department	Lola M. Homsher	DIRECTOR	3	*	Yes	X	Records Committee	A B C	FINANCIAL - 8 - 10 YEARS OTHER - 4 - 6 YEARS

* SEE REMARKS COLUMN

STATE	RECORDS CENTERS						MICROFILMING						FUNCTIONS						REMARKS							
	FINANCED		FLOOR SPACE (SQ. FT.)	AVERAGE HEIGHT	RECORD CAPACITY (CU. FT.)	RECORDS PRESENTLY HOUSED (CU. FT.)	PERMANENT	COST OF CENTER	FINANCED		DEVELOPING	SERVICES				EXTENDED TO		FORMS MANAGEMENT		MANAGEMENT REPORTS	FILING SYSTEMS	PERSONNEL TRAINING	CORRESPONDENCE CONTROL	OFFICE SPACE ASSIGNMENTS	FILING AND PHOTO-DUPLICATING EQUIPMENT	ACQUISITION REVIEW
	BUDGET ALLOCATION	REVOLVING FUND							BUDGET ALLOCATION	REVOLVING FUND		MICROFILMING	PHOTOGRAPHY	PHOTODUPLICATION	OTHER	STATE AGENCIES	RESEARCHERS									
Alabama									X		X	X	X	X				X							ESTIMATED OPERATING COST FISCAL YEAR ENDING JUNE 30, 1960 - 873 CENTS PER CUBIC FOOT.	
California						80,000		69,936																		
Colorado	X		3,500	15	12,500	4,200	15	*	X	BOTH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	ANNUAL COST \$0.83 PER CUBIC FOOT.	
Connecticut	X		9,520*	11.6	20,720	11,200	0	68,000			*							X	X	X	X		X	X	* STATISTICS INCLUDE INCOMPLETE ADDITION. COST OF ADDITION \$40,000.00. COMMITTEE IS ELIMINATING AS MUCH MICROFILMING AS POSSIBLE.	
Delaware	X		5,400	10	9,400	8,100	75		X			X	X	X		X	X	X	X	X			X			
Georgia	X		15,000	10	7,500	*	0	450,000*	X		X	X	X	X	X	X	X								90,000 SQ. FT. IN CONVERTED WAREHOUSE - SHARED WITH ARCHIVES UNTIL ARCHIVES BUILDING IS COMPLETED.	
Hawaii									X			X	X	X												
Illinois	X		9,610	15	30,000	28,500	0	176,000*	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	* ANNUAL COST PER CUBIC FOOT \$8.63. REMODELED POWER PLANT.	
Indiana	X		10,000	10	22,500	11,500	10	3,000*	X	X	X	X	X	X	X	X		X							ANTICIPATED TOTAL \$9,000.00.	
Iowa									X			X			X											
Kansas	*																								AUTHORITY FOR RECORDS CENTER ESTABLISHED BY STATUTE IN DEPT. OF ADMINISTRATION. ACTION ANTICIPATED IN 1961.	
Kentucky															X										PROGRAM JUST BEING DEVELOPED.	
Louisiana									X			X	X	X	X	X	X	X				X			* EQUIPMENT ONLY	
Maryland	X		7,100 5,728	7.3 8.4	9,501 9,531	5,400 2,200	10 10	14,000 10,000*	X		X	X	X	X	X	X		X	X	X			X			
Michigan	X		21,500	12	100,000	70,000	10	300,000		X	X	X	X	X	X	X	X	X	X	X			X			
Minnesota	X		9,000	12	18,000	6,000	0			X					X										THESE FUNCTIONS PERFORMED BY THE PURCHASING DEPARTMENT.	
Nebraska									X		X	X											X			

Chart 'C' Local Programs

1960 - Records Management Survey

Organization and S

LOCATION	ADMINISTRATING AGENCY	ADMINISTRATOR	TITLE	EMPLOYEES FULL TIME	MINIMUM STATUTORY RETENTION (YRS.)	CONTINUING DISPOSAL SCHEDULES	SCHEDULED BY RECORDS MGMT.	SCHEDULES OR DISPOSAL REQUEST APPROVAL (OTHER THAN AGENCY HEAD)	REMARKS
BERKELEY CALIFORNIA	City Clerk	Noami E. Hess	City Clerk		5 YRS.	YES	X	City Attorney and City Council.	APPLIES TO OFFICIAL CITY DOCUMENTS - NOT A GENERAL RECORDS MANAGEMENT PROGRAM
LONG BEACH CALIFORNIA	Department of Finance Budget and Research Division	Warren Helstad	Chief	4	3 - 5 YRS.	NO			
LOS ANGELES COUNTY, CALIFORNIA	Management Division	Loren W. Eruech	Chief		2 YRS. *				* STATE STATUTE PROVIDES FOR DESTRUCTION OF COUNTY RECORDS ONLY IF MICROFILMED
SAN DIEGO COUNTY CALIFORNIA	Board of Supervisors Central Records Service Division	George A. L'Heureux	Chief	6	5 YRS.	YES	X	Board of Supervisors	RECORDS MANAGEMENT PROGRAM IS IN ADVANCED PLANNING STAGE. INFORMATION SUPPLIED BY FRANK L. GREMER, CITY CLERK
SAN FRANCISCO CITY & COUNTY CALIFORNIA	Department of Finance and Records Records Center	Lawrence J. LaGuennec	Sup. of Records	3		YES	X	Depends on nature of Record City Attorney, Comptroller, Retirement Board	EXECUTIVE ORDER OF 1961 ESTABLISHED A RECORDS MANAGEMENT COMMITTEE. NO ACTION HAS BEEN TAKEN. INFORMATION SUPPLIED BY KENNETH H. DYBEVIN, MANAGEMENT ANALYST, MANAGEMENT OFFICE.
SAN JOSE CALIFORNIA	City Manager								
DENVER CITY & COUNTY COLORADO									
LAKELAND FLORIDA		L. R. Shuman	Clerk Comptroller	1	1 YR.	YES	X	City Commission	SURVEY RECENTLY COMPLETED - A COMPREHENSIVE CITY ORDINANCE COVERING ALL OF RECORDS MANAGEMENT IS BEING DRAFTED.
SAVANNAH GEORGIA	City Manager	Picob B. Floyd	Records Retention Officer	1	7 YRS.	YES		City Manager and Records Commission	
BALTIMORE MARYLAND	Department of Legislative Reference	C. Frank Poole	Records Management Officer	9	3 YRS.	YES	X	Records Committee	THE CITY'S RECORDS WERE SURVEYED AND A RETENTION DISPOSAL SCHEDULE PREPARED IN 1958. ANNUALLY THE CITY CLERK REMINDS DEPARTMENT HEADS OF THEIR ABILITY TO RECORDS ACCORDING TO THE SCHEDULE.
ANN ARBOR MICHIGAN	City Clerk	Fred J. Looker	City Clerk			YES			
DETROIT MICHIGAN	Office of the Controller	Harold F. Lenos		4	6 YRS.	YES	X	Corporation Counsel, and Controller	
GRAND RAPIDS MICHIGAN									CITY ADOPTED CONTINUING RECORDS RETENTION SCHEDULES IN 1957.
WAYNE COUNTY MICHIGAN	Board of Wayne County Auditors Central Records and Records Reproduction Div.	John D. McEwen	Record Procedures Supervisor	38	6 YRS.	YES	X	Board of County Auditors and County Prosecuting Attorney	Also State Administrative Board and State Historical Commission
KANSAS CITY MISSOURI	Department of Finance Research and Budget	Al Olson	Director			YES	X	City Clerk and State Record Committee	
NEWARK NEW JERSEY	City Clerk	Irving A. Palster	Archivist	3	5 YRS.	YES	X	Committee of Records Control	
NEW YORK NEW YORK	Municipal Archives and Records Center	James Kotseras	Admini- strator	19	6 YRS.	YES	X	Records Officer	
RYTER BAY NEW YORK	Town Clerk	Henry Curran	Town Clerk	1		YES	*	Town Commissioner and State Commissioner of Education	SEE NEW YORK - LOCAL ON CHARTS A & B.
CINCINNATI OHIO	Purchasing Department Reproduction and Printing Division	John G. Kring	City Purchasing Agent	2		YES	X	City Council *	THE CITY COUNCIL ADOPTED BY ORDINANCE A CONTINUING RECORDS RETENTION SCHEDULE
PORTLAND OREGON	City Auditor	Ray Smith	City Auditor	2	2 YRS.	YES	X		
AUSTIN TEXAS	Office Services Division	Harry L. Frasier	Chief	3	5 YRS.	NO	X	Director of Finance	
SAN ANTONIO TEXAS	Finance Department	C. J. Spring	Property Records & Supervisor	3		YES			AFTER SURVEY IN 1954-55 CONTINUING RETENTION SCHEDULES WERE APPROVED BY THE CITY COUNCIL.
NORFOLK VIRGINIA	City Manager	Thomas F. Maxwell	City Manager		7 YRS.	YES	X	Records Committee	
MILWAUKEE WISCONSIN	City of Milwaukee Records Committee	Donald A. Schauer	Records & Forms Analyst	3					IN PROCESS OF DEVELOPING A RECORDS MANAGEMENT PROGRAM.
TORONTO, ONTARIO CANADA	City Clerk	C. Edgar Norris	City Clerk			YES	X	City Solicitor and State Examiner	

LOCATION	RECORDS CENTERS						MICROFILMING					FUNCTIONS						REMARKS		
	FINANCED		FLOOR SPACE (SQ. FT.)	AVERAGE HEIGHT	RECORD CAPACITY (CU. FT.)	RECORDS PRESENTLY HOUSED (CU. FT.)	COST OF CENTER	FINANCED			SERVICES		FORMS MANAGEMENT	FILING SYSTEMS	PERSONNEL TRAINING	CORRESPONDENCE CONTROL	OFFICE SPACE ASSIGNMENTS		FILING AND DUPLICATING EQUIPMENT	REQUESTION REVIEW
	BUDGET ALLOCATION	REVOLVING FUND						BUDGET ALLOCATION	REVOLVING FUND	DOES OWN DEVELOPING	MICROFILMING	PHOTOGRAPHY								
Berkeley California												X					X			
Long Beach California														X			X			
Los Angeles County California										X					X	X	X			
San Diego County California	X		5,000	14	15,048		6,710	15,203.00 EQUIPMENT ONLY		X			X	X	X	X	X			
San Francisco, City & County, California	X		10,000	8	23,000		22,000	41,000.00*							X	X	X			These services are made available to other governmental bodies within the county.
Savannah Georgia		X	2,400	12	16,000*		17,000*	40												*19,000 for remodeling – 22,000 for equipment
Baltimore Maryland	X		5,000 680	8 8	6,350 1,000		3,750 1,000	5,000.00* 680.00		X	X	X				X	X			Figures as reported on questionnaire
Detroit Michigan	X		4,500	12	14,000		12,600	10		X			X			X				
Wayne County Michigan	X		4,500 28,275	15 15	18,000		17,000	10 75		X		X	X	X					X	
Kansas City Missouri										X		X			X	X	X			
Newark New Jersey	X		5,200	15	11,000		9,500	15		X			X			X				
New York New York	X		96,800	10	162,000		110,000	45							X	X			X	
Cincinnati Ohio										X		X	X	X		X			X	
Hydro-Electric Commission Toronto, Ontario, Canada	X		13,150	9	35,600		33,600	10		X			X			X	X			
Portland Oregon	X		813	8½	7,047		4,772			X			X							
Austin Texas										X			X						X	
San Antonio Texas	X		2,646	7	7,164		5,872	95		X			X							
Milwaukee Wisconsin	X		5,000 200	14 8	70,000 1,600		12,700 1,120	3 0		X					X	X			X	

* SEE REMARKS COLUMN

So Fatal An Omission

. . . when I review the History and Transactions of this Colony and consider what immense Sums must have been expended not Onely in settling, but defending this part of his Majesties Territories, and the Neighboring Colonies — I am confident to the Amount of many Millions, and can find no Authentic Record kept of it, I have scarce any patience left, but Indignation, & Chagrin, rise equall with my Greif, at so fatal an Omission, especially as Our Enemies, boldly assert that We have expended Nothing but what We have been largely repay'd for, and We have no Record to Contradict them — An Omission of this Nature, in the infant State of a Colony, struggling with the hardness, of a New uncultivated Soil, and under continual alarms, from the Savages, is in degree excuseable the more so as they could not so much as dream of having their Title to the Country, and their privileges and immunities in it ever disputed, by any save an Open declared Enemy — But what excuse, let me ask with Submission, can be made for neglecting to preserve the exact Accompt of the Charge of the last Warr? I was really surprized on examing at Hartford to find that no Acct. could be provided either at the Secretary's, or Treasurers. And that I must be left on this material point to Conjecture and of course liable to Contradiction beyond a possibility of supporting any Assertion on the Subject — Some have thought your Honor may have the Acct., if so I must pray you to send it by the Bearer with the other papers you shall favor me with, before I dismiss this Subject, on which you must excuse my Freedom, give me leave to suggest to Your Honor whither it may not be a seasonable step to lay before the next Assembly, the propriety and even Necessity of preserving Accompts, and the History of Transactions of this kind, in some public Office, for Our Own, as well as the information of Posterity — The Office Letters to, & from the Governor, and the Journal of the House, are of more importance in my View, and will hereafter be more relied on, when a reference is needed to the Sense of former Times on any Subject than all the other Records put together, yet neither of these are preserved in any Office, nor indeed anywhere else that I can find, at best they are in private Cabinets but much the greatest part have long since been used for Wrappers, & several important Letters to & from the late Governor Saltonstall have been sent me by the Family, round Garden Seeds & the like — Letters that would not only do honor to him, but prove of Service to the Colony were they preserved, and surely We as well as Our posterity have a right to these Letters, & Journals. We have as I may say a property in them, being wrote by persons in Our Employ, & on Our Account. I leave the Thought with your honor to be improved, or thrown by, as You shall judge proper . . .

—Silas Deane to Gov. Jonathan Trumbull, Aug. 16, 1774, in Trumbull papers, vol. 4, Connecticut State Library. Contributed by Doris E. Cook, Archivist of the Library.

Trends in County Records Management

By EDWARD N. JOHNSON*

*Office of Records Management
National Archives and Records Service*

TODAY I would like to talk about trends. My subject is ambiguous for a reason. I was allowed to choose any subject I desired so long as it would interest county officers. With such unusual freedom of choice, how could I do other than select a subject that would provide ample room for maneuvering, allow me to be generally philosophical, and at the same time permit me to say "I told you so" no matter what the future may bring? A topic such as trends seems to fulfill these requirements.

We should consider trends that are now becoming apparent—those that portend rapid and radical changes in our concepts of administration, our recordkeeping attitudes, and our most ingrained habits of operation. We should also examine some of the past trends with which we are all familiar. We must look at the present in the light of the past so that we can properly place ourselves in the scheme of the future.

During the next few minutes let us consider some of the primary forces that are affecting our long-cherished ideas of recordkeeping and how these forces will alter our concepts of systems design. Let us look at the techniques we must use if we are to meet successfully the challenges of those forces. Let us examine also our present habits and attitudes in the face of future recordkeeping requirements. County government is both personal and basic in our democratic system. It naturally follows that county records reflect these personal and basic qualities. Among county records may be found much information that protects the rights and interests of the citizen and his government. The keystone position of county records in the national record structure is unquestioned.

The importance of county records is not accidental; it has evolved through a process determined by the citizens themselves. Depend-

* The author, Chief of the Program Promotion Branch, Office of Records Management, read a version of this paper at the meeting of the National Association of County Recorders and Clerks, Aug. 16, 1960, at Miami, Fla. Until July 1960 he had directed the records preservation program of the Continuity of Government Division, Office of Civil and Defense Mobilization.

ence on local government has been a compelling force in shaping county government organization and the supporting records structure. Isolation, lack of communication, dislike of large and centralized government, and local pride have all contributed to this dependence. However, the relationship between people and local government has been changing. Almost imperceptible at first, this change has gained momentum in recent years. The old dependence motivation is being replaced by a critical, impersonal attitude that seeks justification for every action of government. This changing of basic motivation brings other forces into play—lesser forces, perhaps, but important to us in records management. When viewed in proper perspective, in the light of cold reality, future records systems cannot be left to chance. Nor can there be too much delay in laying plans for the future.

Before we examine some of the trends that are influencing, or will influence, our traditional concepts, let us consider a practical example of present thinking concerning the future and records.

A speaker recently said that we are the last generation that will have direct contact with the past. What did he mean? He was not suggesting that we are arbitrarily cutting our ties with the past, but rather he was predicting that our future needs will automatically reduce or eliminate our dependence upon the sacred cows of custom and habit. He was no doubt thinking of the mountains of detailed information we have collected over many years, the difficulties of sorting out the useful information, and its problematical value when finally obtained. He was questioning our recording systems and habits in the light of our rapidly changing needs.

Let's look at what's ahead. In the years to come, county records management will be strongly affected by three factors: (1) the mass of people, (2) the needs and desires of these people in terms of services, and (3) money to pay for these services, particularly those requiring extensive records.

Population mass is a dynamic force. As the mass increases, the force also increases. We have all heard the term "population explosion." This is not a very accurate term. Our population has been exploding ever since Adam and Eve. It will continue to explode in one way or another. What we actually mean by "population explosion" is that the *force* of its mass is really beginning to be felt. It has now reached an intensity that influences many of our decisions and actions. This influence is particularly felt in our records work, since in our records we report the many needs and desires of the individuals making up this same population mass. Just before the

First World War we were a nation of less than 100 million people. Today our population has grown to 180 million. Thus, in the last 50 years our recordkeeping potential, in terms of people, has doubled. Twenty years from now, the population could reach 270 million. The 20-year increase could equal that of the past 50. Today ten counties have more than a million people each. How many such counties will there be in 1980? How many counties will, in effect, be little countries in themselves? How many counties will be able in their recordkeeping to meet this surge of population?

The needs and desires of people result in requests for services by county government. There is no indication that the requests for these services will lessen in the future. Rather, everything points to an expansion of both the volume and the variety of services. Even without considering the expanding population, the forecast is for more records to support expanding services. The constantly increasing tempo of modern living demands that services be performed more rapidly and efficiently. This cannot be done if recordkeeping support bogs down. Thus, records systems, while increasing in size, must become more effective. Can the present records systems of county government meet this requirement?

We are all aware that money is hard to obtain for even the most essential government functions. When government activities are reviewed with cost cutting in mind, records and recordkeeping activities too frequently become a prime target for economies. Here is a paradox. A double standard is applied to records: they are "very important" or "relatively unimportant," depending upon how you look at them. There is no reason to believe that the future will change this ambivalence. Our problems are broadening with our horizons, our records are growing in mass and complexity, but it is difficult to find the dollars to keep up with the changes. How can the counties solve this dilemma?

The impact of the three primary factors just discussed can have a disastrous effect on county government through its records unless definite steps are taken to absorb this impact.

Fortunately, trends are developing that provide us with a mental image of a future records system. Thus, we are not without broad guidelines within which to work out our salvation.

Such a system must be *streamlined*. All unneeded information must be excluded. The included data must be pertinent, must be timely, and must meet operating needs.

The system must be *feasible*. It should readily adjust to rapidly changing situations.

It must be *economical*. Its operating cost must be commensurate

with the value of the data processed or the government service supported.

It must be *rapid*. Data must be available when needed.

It must be *compact*. In the coming "capsule age" it will be increasingly difficult to justify the continued existence of "prehistoric" monsters.

It must provide *protection*. Essential data must be protected against any conceivable manner of loss. Such protection must be built into the system, not added as an afterthought.

In designing the future system, government officials must give more consideration to data needs and uses. The choice of recording media should come as a second step. Too often, primary concern for the media results in compromises that affect the value of recorded data and restrict their use. Determine data needs first, and then design the system.

What are the trends in techniques and aids that the county government may use in designing a records system?

First, we have the electronic, mechanical, and photographic devices. There is an ever-increasing use of machines to solve the problems of mounting record volume and demand for speed. This use will grow. Future development will bring about startling and undreamed-of ways of handling information. But we do not have to wait for the future. Present equipment will meet the needs of government for years to come and most manufacturers have designed their products to accept improvements as they arrive. Here is a word of caution, however, and I am sure the machine people will agree with me. Machines are not "brains" in themselves, although they are often referred to as such. The "magic" that appears to exist in the machines is only for the uninformed. The human mind is still necessary. Machines are no substitute for good planning and effective administration. They are, however, excellent tools. In fact, there would be no solutions to many future problems without them.

Record services is an area that is developing rapidly. By record services, I mean the commercial recordkeeping facilities available to both government and industry. The idea of service operations is not new, but the variety of services now offered spans much of the recordkeeping spectrum, from microfilming to underground storage. It may be more economical to have small, specialized, irregular, or one-time records activities performed by service centers than to tool up your own shop for them. Comparative cost and speed are the controlling factors in making such a decision. There is also the relatively new technique of having several governments (city and

county) share common facilities for similar records activities. This often makes possible the use of machines that the cooperating governments could not afford individually. Such arrangements also lead to uniform and interchangeable record structures for the participating governments—a definite step forward in designing systems to meet the forces of the future.

Finally, but no less important, the records management profession is growing in experience and skill. The supply of people trained in planning effective and economical records systems is increasing. Sound management advice is available from consultants paid by the job or the day, or skilled assistance can be assured by adding a full-time analyst to your staff. A seasoned records manager can provide the professional planning skill needed to develop the records system that is most suitable to your particular needs.

Now that we have reviewed the various trends affecting, in one way or another, our concepts of recordkeeping, can we put into a few words what they tell us? I think we can.

First, there will be an ever-increasing pressure on government records systems to do more, do it faster, and do it at no increase in cost. Second, we have a pretty good idea of the basic qualities for a system to meet these demands. Third, there are excellent tools at our disposal to develop systems with the desired basic qualities. Sounds simple, doesn't it? It would be but for one missing factor in the formula—the "x" factor. The "x" factor is government itself: in this case, county government. County government must recognize that the trends do exist and take the initiative to design the systems to meet the anticipated demands.

Unless there is recognition followed by action, it is quite probable that the wave of the future will swamp unprepared recordkeeping systems. In this age there is no place for the status quo. We exist only through progress.

There is one obvious conclusion. The future of county recordkeeping rests in the hands of county government itself. We have the opportunity to establish a trend, a needed trend, a trend forecasting growing strength and importance for county records. The shape of the future is in your hands.

Provenance—Space

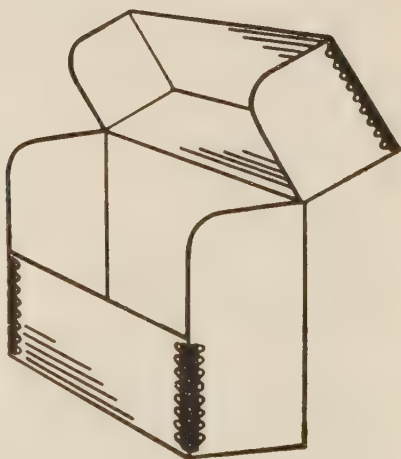
I made reports back to earth, made entries of these observations in my log book and recorded them on a tape recorder.

—Maj. Yuri A. Gagarin at a news conference in Moscow, Apr. 15, 1961,
as reported by the Associated Press.

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Pioneering in the Control of Medical-Clinical Case Records

By VIRGINIA LAKE*

Illinois Department of Public Welfare

SEPTEMBER 7, 1960, was a memorable day for the Illinois Department of Public Welfare and the State Records Commission. On that day a records disposal schedule for medical-clinical records was approved and signed. Working together, the representatives of the Department and the Commission had taken a tremendous stride toward progress and modernization. The improved control of medical-clinical case records in Illinois may well influence records practices in other States as well as in private hospitals, clinics, and medical offices. The Director, administrative staff, and medical officers of the Welfare Department have had the foresight and courage to take a difficult step. Medical-clinical case records play an important part in all phases of the care and treatment of the sick: in private practice, private and public hospitals, and other institutions. Such records are rightly considered confidential, yet for legal and medical purposes they must be preserved for a considerable time. Their overall volume, however, is tremendous, and the cost of maintaining them indefinitely is prohibitive.

The State of Illinois was not alone in its lack of a definite plan for the disposition of medical-clinical case records. The nationwide trend has been to microfilm the entire contents of case folders and then destroy the original documents. Microfilm, however, is of value *only* when there is a high reference demand for the material involved or when the material has permanent historical, research, or legal significance. Since space in mental institutions is at a premium, it was necessary to find ways both to save space and money and to preserve material for the historian, researcher, and members of the legal profession.

For a two-year period the staff of the Department of Welfare and the methods and procedures advisor worked severally and jointly in consulting with Illinois State agencies, those of other States, private organizations such as medical and psychiatric societies and

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universities, and individual physicians. The consensus was that all legal, historical, and research purposes would be adequately served by the physical retention of the case records for a period of 25 years after termination of services to the individual. Although no demonstrable purpose had been served by the indefinite retention of the case histories, no one to date had had the fortitude to dispose of them.

Similarly, in another problem area—the storage and retention of X-ray films—the Department of Welfare encountered misgivings that destruction might lead to future trouble. Besides keeping the preadmission X-rays for 47,922 patients, those for routine checkups, and films showing injuries and other complications, the Department has kept preemployment and twice-yearly checkup X-rays for all of its nearly 15,000 employees. Since only a fraction of these plates have been destroyed, the number on hand still poses a problem. All the authorities consulted were in agreement on the need for recommended X-ray film retention periods, although no specific action had been taken prior to this time.

In January 1953 Otto L. Bettag, M.D., was appointed by Gov. William G. Stratton as Director of the Department of Public Welfare. He was the first physician to serve a full term as Director of the Department, and he has been reappointed in each succeeding biennium. As a member of the Department's Advisory Committee on Chest Diseases for more than 18 years, he has been instrumental in developing its institutional tuberculosis control program, which has gained international recognition. In 1949 he was appointed tuberculosis control officer for the city of Chicago and medical director of its Municipal Tuberculosis Sanatorium.¹

Dr. Bettag encouraged and gave full support to an improved medical-clinical records control program. After many meetings the writer, in her capacity of methods and procedures advisor, was asked to prepare a records disposition schedule for consideration of the State Records Commission. The advisor has a triple responsibility in the Department of Public Welfare: evaluation and selection of material of archival value worthy of preservation in the State Archives; evaluation of nonessential records for shorter retention periods and eventual disposal; and making recommendations for creation and control of records in the future. Theodore J. Casady, Assistant State Archivist of Illinois, who was interested in obtaining documentation of Welfare Department activities for the Archives, was sympathetic toward the problems in respect to records

¹ *Illinois Blue Book*, 1959-60, p. 674.

on hand. He had many discussions with the writer and in general was in agreement with the recommendations suggested. Accordingly, the following schedule was prepared:

1. *Definition.* A medical-clinical case record is defined as that official record of the Department of Public Welfare maintained at a Department facility, which contains a compilation of legal, identifying social and medical information, concerning an individual who is now or has been a patient of the Department of Public Welfare.

Recommendation: Retain medical-clinical case records of former patients for 25 years after separation (death, unauthorized absence, or discharge) and then destroy, provided that if any medical-clinical case file indicates probability of future legal action, or in the event such action has occurred, these files are to be permanently retained. Any medical-clinical case record considered to be unique as to medical findings may be so designated and retained indefinitely. [Authority was also granted for the weeding of nonessential items (of 15 types) from the folders on a continuous basis.]

2. *Microfilmed Medical-Clinical Records.* It is realized that a number of institutions and divisions have microfilmed retired medical-clinical records up to dates within several years of the present time and then destroyed the original records in accordance with authority previously granted by the State Records Commission. In such cases, the 25-year retention period shall apply; but such records will be a combination of microfilm and records in their original state. In institutions that have been granted authority for destruction of case folders subsequent to microfilming in which the material has not yet been destroyed, the physical records are to be retained for the 25-year period and the microfilm records are to be transferred to the State of Illinois Archives. Excepted from this are institutions where microfilm has a large amount of reference use.

3. *X-ray Film With Normal Findings.*

a. *On Books Population* (47,922 patients). Retain all films with normal findings 5 years in their original state, then sell or destroy. In all cases where there is legal action or probability thereof, films are to be retained permanently.

b. *Former Patients* (deceased or otherwise separated). Retain film for 2 years after death, unauthorized absence or discharge, then sell as salvage. In all cases where legal action is pending, films are to be retained permanently.

c. *Employees* (approximately 15,000). Retain film for 2 years after separation from service, then destroy or sell as salvage, retaining preemployment film as long as employee remains in service. In all cases where there is legal action pending, films are to be retained permanently.

d. *Former Employees* (deceased or otherwise separated). Retain film for 2 years after separation from service, then destroy or sell as salvage. Film of all cases in which suit is pending or where death has occurred in line of duty are to be retained permanently.

4. *X-ray of Abnormal Findings.* A retention schedule for X-ray films with abnormal findings is now under consideration. Until such time as a decision is reached, these films shall be held.

The Department of Public Welfare has microfilmed case records from 1900 to 1952 in about half of the 26 institutions. This microfilm is to be forwarded to the Archives in accordance with the schedule, and reference service for all the material is to be provided by the Archives. In addition, 30,000 child welfare case folders will be sent to the State of Illinois Records Center, where a study will be made to determine the amount of reference to them. The Department of Public Welfare has no legal responsibility to provide information to individuals concerned. There is, however, a moral obligation, and disposal schedules for these histories will be based upon the number of reference demands for vital statistics.

The following items from the various institutions have been accepted for retention by the Archives Division of the State of Illinois: admission and discharge registers (1865-1930), admission and medical registers (1898-1900), photographic plates (1912-14), death and discharge registers (1916-38), Department summaries (1931-35), letter books (1868-94), and records of former administrators of the Institute for Juvenile Research. The administrative records and microfilm, together with the medical-clinical case folders from 1934, to be physically retained in the institutions for 25 years, will provide and make readily available information covering an 82-year period. Together with current case records of individuals in the upper age brackets who are still in mental institutions, these records document the activities of the Department for about a hundred years. The historian and the legal expert will have on hand sufficient information for any needed project.

For many years the interested institutions have depended upon legislative action for authority to dispose of certain vital records when the volume became too great and the space was needed. Pending such action, however, they have resorted to tying records in bundles and storing them in attics and basements. Since the writer has been associated with the Welfare Department (for 10 months as records analyst of the Records Management Division of Illinois and for 11 months as advisor in the Department of Public Welfare), much progress has been made in solving complex records problems. The Records Commission has approved schedules for the retention and disposal of the Department's administrative, general office, and institutional records. Authorization for immediate disposal of 7,000 cubic feet of records was obtained, and there is a projected program of disposal of 1,000 cubic feet each year. At a cost of \$20 per square foot of space and approximately \$100 per file cabinet (an average between the lower cost of space and equipment in the older institutions and the much higher cost in the new ones),

considerable savings in both space and equipment have been made; and sorely needed space has been released for other uses. Because of hitherto inadequate methods of filing medical-clinical case records at institutions it is difficult to estimate savings to the institutions resulting from the disposal program. Also, the revenue to be gained by the reclaiming of silver from X-ray films cannot yet be determined, since the total accumulation of films is unknown. Before disposal, the volume of medical-clinical case records and X-ray film is to be measured by each institution, and accurate statistics can then be compiled.

It is believed that in Illinois a path has been cleared that others may follow. It is hoped that this account will encourage others to attack more vigorously this particular problem of records management, tailoring the recommendations to suit their respective needs.

Methodical, Business-Like, and Artistic

Strictly speaking, no *division of correspondence, records, and accounts* exists, but it would be in accordance with a methodical and business-like distribution of labor and responsibility if such a division were created. The miscellaneous work of the Department which should be embraced in this division comprises the keeping of its financial, printing, and stationery accounts; correspondence with farmers' clubs, and the keeping of a correct record of these clubs; foreign correspondence, and correspondence relative to the purchase of seeds; correspondence relative to applications for seeds, reports, and information of a special character; copying letters and manuscripts; &c. The correspondence of the Department is of the greatest importance. It should be well done, and, that this result may be attained, careful, intelligent, and conscientious supervision is absolutely necessary. Especially is it requisite that letters of inquiry concerning methods of culture, the improvement of crops, the introduction of new seeds and plants, drainage, the reclamation of waste lands, insect ravages, and other subjects of importance to the writers and having relation to agriculture, should be promptly, clearly, and fully answered, and in an artistic manner. The Department should be an intelligence-office for all farmers, and it should have intelligent clerks to communicate what it knows.

—James M. Swank, *The Department of Agriculture; Its History and Objects*, p. 63 (Washington, 1872).

Retaining . . . Only My Private Papers

Having no confidence that the office of the private secretary of the President of the US. will ever be a regular & safe deposit for public papers or that due attention will ever be paid on their transmission from one Secretary or President to another, I have, since I have been in office, sent every paper, which I deem merely public, & coming to my hands, to be deposited in one of the offices of the heads of departments; so that I shall never add a single paper to those now constituting the records of the President's office; nor, should any accident happen to me, will there be any papers in my possession which ought to go into any public office. I make the selection regularly as I go along, retaining in my own possession only my private papers, or such as, relating to public subjects, were meant still to be personally confidential for myself. Mr. Meredith the late treasurer, in obedience to the law which directs the Treasurer's accounts to be transmitted to & remain with the President, having transmitted his accounts, I send them to you to be deposited for safe keeping in the Domestic branch of the office of Secretary of State, which I suppose to be the proper one. Accept assurances of my affectionate esteem & high respect.

—President Thomas Jefferson to the Secretary of State, Dec. 29, 1801,
in miscellaneous letters of the Department of State, National Archives, Record Group 59.

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New-Type Storage for Records

By J. H. DENNY*

Leahy and Company

EVERY day there are created in the United States, by business and government, thousands of file drawers of records. I should guess that the management, or in too many instances the mismanagement, of these records costs several hundred million dollars a year. Part of this money is spent in the operation of records centers for the storage and the service of records that must be retained for varying periods of time but need not be immediately available in office space and office filing equipment. These centers are operated by governments, by individual companies serving their own needs, and by commercial organizations serving a multiplicity of clients—business, governments, associations, institutions, and what have you.

Commercial records centers succeed only if they save money for their clients. This means that they have to do an equal or better job at lower cost than the client himself could do. In such a situation the pressure is on the commercial records center operator to find means for cutting costs. If he does not constantly improve his service and adjust his internal operations to keep costs down he will fall by the wayside.

I was asked to give you some information on “new-type storage for records.” The subject was not proposed by me, but by your program committee. Since I was invited to speak about it I am assuming that you want to hear something about records storage at its present stage of development in our company. My discussion is in no way a sales pitch—quite the contrary. From the standpoint of profits, probably I would serve best my own interest by being less candid with you.

There are many cost factors in a records center operation. They include space, transportation, storage equipment, supplies, postage, light, heat, personnel, and advertising—yes, even government- and company-operated centers should advertise if they want to obtain maximum benefits for their clients, either actual or potential. I in-

*The author is vice president of Leahy & Co., management consultants, 350 Fifth Ave., New York 1, N. Y. This paper was read on Oct. 6, 1960, at the 24th annual meeting of the Society of American Archivists, in Boston. It was a part of a session on records management practices and information retrieval over which Everett O. Allredge presided.

tend to dwell on only three of these cost factors—space, storage equipment, and personnel.

First, I want to dispose quickly of personnel costs. Payroll is a major item of expense—often the largest single item—in a records center. Especially is this true in the smaller centers, say those managing less than 20,000 cubic feet of records. We feel that one records center employee per 20,000 feet of records is plenty. This is our experience. And this is about all I need to say about personnel cost. I can treat it briefly because the improvements we have made in our storage system have not been accomplished at the expense of our ratio of personnel to cubic foot stored. This last statement is fact, but it is contrary to the first reaction of persons seeing our new-type storage system for the first time.

This new system is built around two factors—equipment and space. We still use steel shelving and the corrugated records storage box with the magic 10"x12"x15". This container stored on steel shelving is the basis of our system.

I'm sure that all of you have heard discussed the ratio of cubic feet of records stored to the square feet of storage space used. This ratio is still used, often erroneously, as a measure of a records center's efficiency. When centers were in their infancy a ratio of two cubic feet of records stored to each square foot of floor space used was normal. Through improvements in storage techniques and more selective choice of storage space, this ratio changed from 2 : 1, to 3 : 1, to 3½ : 1, and to 4 : 1. I believe you will find today that 4 : 1 is considered an excellent ratio in many company and government records centers.

We achieved a ratio of better than 4 : 1 some years ago in ordinary warehouse space. We did this by storing cartons two boxes high on each shelf and three boxes deep from each aisle. In the process we became convinced that the next improvement in our storage system would have to come elsewhere, not in further shelf utilization and percentage of available floor space utilization. To store higher or deeper on a shelf would increase our personnel cost out of proportion to any gain.

Of course, we knew that the ratio of cubic to square foot could be improved through use of space with higher and higher ceilings. But space with ceilings higher than 12 to 13 feet proved hard to come by—and always at a premium price. Thus, although the ratio improved, the cost per cubic foot of records housed remained about the same. Since higher ceilings in themselves did not lower our unit cost for storage, other approaches were needed.

Continuing study and research led us at about the same time to

several conclusions, which, when put to an actual test, resulted in our present storage system. To summarize our findings:

1. New storage space in which we could obtain a ratio of 12:1 could be erected for less than one-half again the cost of ordinary warehouse space—where we could obtain a ratio of only 4:1. This new space provided for a clear ceiling height of 26 feet and could be erected in size increments to suit our purpose *without any inside columns*.

2. In space like this the customary light-weight steel shelving cannot be used. We discovered the gains available through the building of special-purpose space, and we found steel shelving that let us make full use of these tremendous ceiling heights. This shelving, which we now use exclusively, has a load-bearing capacity for 24- and 25-box-high storage.

3. We learned how to service records stored 25 boxes high. Reference, refiling, interfiling, destruction—all had to be done. Certainly one cannot work at this height on a ladder. Our solution was to hang catwalks at the 8-foot and 16-foot levels. This was not a novel idea—libraries have done the same in stack areas for many years.

These three approaches to records center operations—special-purpose space, new-type steel shelving, and adaptation of library stack arrangements to overcome the problem of height—are in some measure our contribution to improved recordkeeping.

There have been some lesser problems to overcome. How does one get light to the lowest box in a records center such as I have described? One way would be to put artificial light under each catwalk level. Another solution would be portable lighting. We do the trick by combining a generous use of skylights over the aisles with catwalking deliberately chosen to permit maximum bleed-through of natural light. On normal winter days we get 8 to 10 foot-candles at the floor level.

Another problem was materials handling. Using a catwalked storage system, how could we efficiently accession and dispose of holdings? Our solution was to use a permanently installed industrial-type lift. Our catwalks are so constructed that we can roll our handtrucks and skids over them. Thus we perform the materials-handling function as efficiently as when we were a one-level operation, if not more efficiently.

This, then, is my story on “new-type storage for records.” Perhaps I can bring it into clearer focus by relating the cost of this new-type storage to the cost of something familiar to all of us—the ordinary cardboard transfer file. This new-type storage can be obtained at a cost *less* per cubic foot of records stored than the cost per cubic foot to purchase a cardboard transfer file. Although we believe this to be a good way to solve the records storage problem

at this time, we hope—for obvious reasons—to have a hand in the development of an even better system.

I understand the question was raised this morning of who should finance research in the field of records management. The answer is to me very obvious and quite blunt. Those who stand to gain should finance research. And to this end we are spending a fair percentage of our gross income to develop a better method of storing records. The first product of our current research contract with architectural consultants was delivered recently to our office. It is a system of interlocking boxes that, if it proves feasible, will eliminate the use of steel shelving in records centers. I hope it will prove effective—if so, we shall be happy to come back to tell you how and why it works.

Early VVestern Nevvspapers

These Far-Western papers are written or compiled under difficulties almost overwhelming. Mr. Frederick J. Stanton, at Denver, told me that often he had been forced to “set up” and print as well as “edit” the paper which he owns. Type is not always to be found. In its early days, the *California Alta* once appeared with a paragraph which ran: “I have no VV in my type, as there is none in the Spanish alphabet. I have sent to the Sandvvich Islands for this letter; in the meantime vve must use tvvo Vs.”

—Charles Wentworth Dilke, *Greater Britain; a Record of Travel in English-Speaking Countries During 1866 and 1867*, p. 115 (London, 1869).

Never Again

In my own studies of the Presidency, I found that Millard Fillmore's papers were almost completely destroyed by his son and that many of Abraham Lincoln's papers were burned by his son. James Monroe's papers were destroyed when his office in Fredericksburg burned. Such destruction should never again be permitted. The truth behind a President's actions can be found only in his official papers, and every Presidential paper is official.

Because of the scarcity of source material concerning President Fillmore, [this book] will be a valuable addition to the papers stored in this Library of mine, which I am trying to make a center for the study of the Presidency.

—Harry S. Truman in a “blurb” on the jacket of Robert J. Rayback, *Millard Fillmore; Biography of a President* (Buffalo, 1959).

Professional Training in Industrial Records Management

By ARTHUR BARCAN*

Records Management Institute

THIS is the second speech I have prepared for this discussion! The first was an intemperate attack on records managers. It complained that a speaker limited by the program chairman to less than 30 minutes was under a real handicap: where could be found enough professional training to warrant so much time? It did state that considerable training has been given in archival and records center operations, and it acknowledged the training value of meetings conducted by the Society of American Archivists, the American Records Management Association, the Association of Records Executives and Administrators, and the American Management Association.

I should say, too, that my first draft acknowledged the two current projects initiated by this Society's Records Management Committee, of which William Rofes is chairman: John Porter's study of "what should be the college curriculum core for aspiring records managers" and Belden Menkus' survey of 400 colleges and universities to discover available courses in records management.

The first draft recalled the challenging definition of records management as the entire life cycle of the record from creation through disposal. And, in recalling that definition, it attacked the primitive status of training by industry and professional associations as directly attributable to the pragmatic approach of professional records managers. The draft reached its irate coda by describing a profession whose only formal text is a dated treatise on some of the more standard approaches to filing.

That first draft has been abandoned. It is the young men who are privileged to be angry, and I would prefer that together we find the reasons for the huge training gaps and prescribe appropriate remedial action.

In every recognized profession the core of training and development is in the solid base of research. Significantly, this is research

*The author is executive director of the Records Management Institute, 350 Fifth Ave., New York 1, N. Y. This paper was read on Oct. 6, 1960, at the 24th annual meeting of the Society of American Archivists, in Boston. It was a part of a session on professional training and reference service over which LeRoy DePuy presided.

removed from the daily "project pressures" accepted as norm by staff and outside consultants. Personnel work meant "hiring and firing" until bolstered by objective research in testing and in individual and social psychology. Engineers of all kinds would still be earth-bound were it not for breakthroughs in research far removed from both operational engines and applied research. Social workers and economists, as other examples, have the stimulating as well as reassuring support of full-time creative and objective study behind their training.

It does not require more examples to highlight the essential problem for records managers, who can rely on no similar resources. Almost without exception, even university training in records management has been conducted as an extracurricular activity. Under these circumstances the gaps in professional training correspond to the gaps in professional research.

What is even more painful is that our "collective slip" is showing. Frankly, one is a bit awed by the responsibility of developing the only cost and quantity standards available to the public on creating and processing records, for to my knowledge there is no companion piece to the standards released by the Records Management Institute. For the future, however, what should concern us are the huge areas that no one has staked out for investigation *or* training. For example, amid the welter of debates about open-shelf and "cabinet" filing, there has been a studied effort to ignore the basic fact that every office in the United States files correspondence the wrong way! File clerks and records managers alike file papers with their 11" or 14" sides horizontal for three apparent reasons:

1. It occupies more floor space than upright filing along the 8½" border.
2. It requires more steel for shelving than upright filing along the 8½" border.
3. Finally, it imposes "technical requirements," because the neck-craning to read correspondence would have to be eliminated if we filed along the 8½" border.

The fact is that folders *have* been designed to correct this situation, but manufacturers, faced with an uncertain patent protection, have been reluctant to retool. In face of this inertia, training in this area might better be defined as the bland leading the bland.

This raises another basic problem for training. As records managers, we have claimed competence in controlling the full life cycle of a record. But eight years after we celebrated at the Interagency Records Administration Conference in Washington the extension of quality-controlled paperwork operations in government as well as

industry, there is still nowhere in sight the manpower to spearhead the mass program expansion in the way quality control was promoted in industrial operations during World War II. Here certainly was a heartening example—a university drive sponsored by government agencies and such professional associations as the Association for Non-Destructive Testing (later the American Association for Quality Control). The university drive meant full-time university research and training—and only thus was acquired the knowledge to create a new and now well established profession. For the records manager, we have the reminder that even the homesteader lost his title to the land when he indefinitely postponed improving it. Finally, in an era of technology, far too many records managers have been caught embarrassingly short of breath as they attempted to keep up with machine potentials. Not so many years ago records managers were developing vital records protection programs by designating the data (and, therefore, the records) to be protected as well as the alternate techniques for providing protection. Now, company after company has installed electronic data processing without any advice from the records manager on the nature and content of the actual paperwork products, let alone the by-product tapes and cards.

If we are to avoid losing the initiative completely, should not our training of records managers require an immediate, agonizing reappraisal of our basic records? Would we have needed so much advice on information retrieval from machine technicians or from manufacturers if we had had more professional discussion about the functional specifications for a record? For several hundred years the only physical distinctions in typical company and organization records have been in converting bound books to loose files and document boxes to flat folders. Yet the complete training material on physical standards for the office now includes two terse American Standards Association releases to the public: one prescribes desk dimensions, the other officially converts the card sizes popularly known as 8x5, 3x5, etc., to 5x8, 5x3, etc. In our field, to date, there is no accepted specification for a file cabinet, no objective evaluation of alphabetic and numerical filing systems, no published standard for quality in any repetitive paperwork operation.

If records management in industry is to practice (and merit) its challenging definition of control over the life cycle of a record, professional associations like the Society of American Archivists must arrange the financing of full-time, highly competent, and objective professional staffs to spearhead research and training in this field.

The records manager has a significant function to perform. If properly trained, he has the perspective (usually lacking in technicians) to harness machines and techniques in the light of the overall requirements for written communications. It is our collective job to see that the records manager is trained to do that job effectively.

The Press Which Chronicles All Things

The amount of material of an historical nature that accumulates gradually on the files of a daily journal, is astounding, and would scarcely be realized by any but persons whose habitudes and necessities of research have led them frequently to explore such sources. Appreciating this fact to more than an ordinary extent, we are struck with the reality that the press which chronicles all things, often over-looks its *own* exploits and triumphs.

—William L. King, *The Newspaper Press of Charleston, S. C. . . .*,
p. 187 (Charleston, 1872).

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The United Nations Correspondence Classification Manual

By OFRA CORE*

United Nations Headquarters

EQUAL weight may be given to various known systems in a theoretical *a priori* choice of a classification system for the active correspondence of a complex international organization. Practical considerations, however, are likely to indicate the use of a subject classification system based on the intrinsic logical interrelationship of the subjects involved in the activities of the organization as expressed through its correspondence. The great variety of United Nations activities and their unique nature make for a wide range of compounded subjects (further complicated by the use of several working languages) that defy the use of any system comparable to an alphabetical or numerical index. The system chosen, therefore, should be selfindexing and generally understood. Equally, the system chosen should not be based on the organizational structure, for it would not be pliable enough for an organization still subject to change and development. The logical subject approach should eliminate the necessity for revision when structural changes occur. This paper discusses the principles that have governed the creation of the current United Nations Subject Classification Manual and the Manual's main features.

MAJOR CHARACTERISTICS AND ATTRIBUTES

The purpose of the Manual is to make possible the classification of all United Nations active incoming, outgoing, and interoffice correspondence according to subject in a logical system that permits ready reference. The correspondence includes letters, memoranda, cablegrams, referral sheets, and—when appropriate—minutes, resolutions, and reports of United Nations organizations. (Formal United Nations “documents” are maintained separately from the correspondence and are administered by a separate office.) The Manual, which is written in English, is divided into major subject

* The author is supervisor of the Codification and Procedures Unit of the Registry of the United Nations. The Registry, an integral part of the U. N. Office of General Services, is responsible *inter alia* for the maintenance, custody, and control of all active and semiactive correspondence of the U. N. Secretariat.

classes, the headings and themes under each of which are grouped and classified according to the intrinsic relationship of the subjects.

The major characteristics of this subject Manual are:

1. *Exclusiveness of breakdown of themes.* The Manual is divided into 11 major series (described below), each of which is exclusive of the others and inclusive of all the themes pertaining to it. The same principle is applied to the breakdown of the themes within each series. All further breakdowns are treated similarly, thus avoiding duplication and overlapping of subjects.

2. *Sources subordinated to subjects.* Because classification is made strictly by subject, sources are classified under particular subjects and cannot be classified parallel to subjects. Once a subject is broken down by source, it is broken down further only by source, but a source is never broken down by subject. Therefore, correspondence is classified according to its subject and not according to the source from which it emanates or to which it pertains.

3. *Independence of organizational structure of the U. N.* As the themes are arranged by subject, the Manual reflects the functions of the United Nations—the subjects contained in its correspondence—and not the organizational structure. See below.

4. *Functional approach for future expansion.* In order to insure that future development and expansion of United Nations activities might, as they occurred, be smoothly and harmoniously integrated into the plan, the functional approach was used in establishing the Manual. As this Manual was created when the United Nations had already existed for ten years, it was desirable to base it on the existing correspondence and the already manifested activities. The existing correspondence was analyzed and the derived themes grouped in a logical way by major categories into which they fitted naturally. The process of grouping and regrouping was repeated until the several main series emerged as a natural consequence; *pari passu* the minor subject groups and themes were enlarged in order to accommodate possible future expansion at all levels.

To facilitate the use of the Manual and maximize the benefits derived from it, it was believed that the Manual should have, *inter alia*, the following attributes:

1. *Usability.* The Manual is constructed so that it can be readily understood and easily used by both codifiers and departments.

2. *Ease of scanning.* The layout and sequence of themes show the overall scheme and the relationship of the various components at a glance.

3. *Simple language.* The language of the Manual is simple. Considering the varied linguistic background of its potential users, it avoids not only ambiguous phrases but also terms that, although similar or even identical in some languages, have in fact different meanings. On the other hand, apt phrases from languages other than English are on occasion translated and introduced into the Manual.

4. *Uniformity.* Descriptions, definitions, file notations, and titles are uniform in wording and type size and indented on the pages according to relationships and places in the system.

5. *Simple definitions.* Definitions are as brief and concise as possible.
6. *Clear titles.* Titles indicate the essence or main points of the correspondence to which they pertain.
7. *Selfindexing.* The Manual is so constructed as to be selfindexing by subject.

NUMBERING SYSTEM

The numbering system is a modified decimal system. The major considerations in the development of this system were:

1. *Basic numbers.*

- (a) The system is based on recognized fundamental rules.
- (b) It makes permanent control possible by (1) limiting the number of major breakdowns, thus checking tendencies to uncontrollable expansion, (2) imposing discipline and careful thought when opening new subject files, and (3) enforcing uniformity and consistency.
- (c) It is expandable as well as pliable, as it affords almost limitless opportunities for further developments of the number (that is, the subject) breakdown. This elasticity is greatly increased by adding lettered prefixes and suffixes.
- (d) The numbers reflect the relationships among subjects and indicate their relative positions in the series breakdown.
- (e) The length of a number and its composition indicate the type of subject and how major or how detailed it is.
- (f) Abbreviated letter prefixes are assigned to the main series as a mnemonic device. This device also makes possible the addition of completely new major fields of activity to the Manual.
- (g) The digits written after the letter prefix appear in a group of three (PE 100, PE 110, PE 111); beyond that break, the zeroes are not written (PE 125/1, PE 125/11, PE 125/111), thus limiting the zero endings to main subjects for easy identification and at the same time avoiding unnecessarily long numbers.

2. *Case file numbers.*

The nature of case files—that is, the application of a subject to a special type or source—is reflected by their numeric designation, which is composed of the basic subject number and the case symbol.

- (a) *Source case files* (by name, country, etc.) are designated by the name, or its abbreviation: *e.g.*, PE 000 OGS; PE 311/1 Australia.

- (b) *Type case files* (by type of subject or type of source).

(1) *Simple case.* The type case files are designated by numbers placed in parentheses to distinguish them from subject numbers: AD 221/3(2). Case files are numbered consecutively in order not to limit their number under a subject: the (12) in AD 220(12) shows the twelfth case file under the subject designated as AD 220.

(2) *Complex case.* To indicate that the case is broken further by case, a dash is placed between the numbers: AD 220 (1-2) is the second case break-

down of case file AD 220(1). In order not to encumber the number, parentheses never contain more than three breakdowns: *e.g.*, AD 220(1-2-2).

3. *Special suffixes.* Where it is deemed necessary to distinguish the files as "Confidential," "Policy and Procedure," or "General," the suffixes "Conf," "P & P," or "Gen" are added.

TECHNICAL FEATURES

Certain technical features were specially devised for this Manual, in order to enhance its value and save its users time and labor.

1. *Index aids and guides.*

(a) *Index tables.* Each series is preceded by a table listing the main themes and subthemes (to the second and third breakdowns).

(b) *Label tabs.* Various label tabs, to indicate the series, major numerical breakdowns, and "lists," are attached to the appropriate sections.

2. *Page layout.*

(a) *Main series titles.* In the top left corner of every page, the title of the main series is listed, with every subject breakdown indented under it leading directly to the subject appearing in the text of the page.

(b) *Significance of indentation.* Subject breakdowns are indented under the subjects to which they pertain. Each successive breakdown (showing interrelationship of subthemes) is indented to an extent indicative of the relationship to the overall plan.

(c) *Case files.* Case files are indented to the center of the page in order to distinguish them clearly from the subject breakdown.

(d) *Numbers.* The numbers indicating the file code are listed on the extreme right of the page.

(e) *Date of issue.* The date of issue of each page is marked in the lower right corner of the page.

3. *Notes and definitions.*

(a) *Notes in text.* Notes and definitions are put at the bottom of the page; only in cases where they are an integral part of the subject are they written in the body of the text.

(b) *Appendixes.* If necessary to outline background information or special procedural practices, an appendix is added at the end of the series.

4. *Lists.*

(a) *Notes re lists.* Lists are not enumerated in the body of the text; a note indicates the existence of a list and its subject number.

(b) *Placement of lists.* Lists are placed at the end of each second breakdown.

(c) *List titles.* Lists are uniformly designed; each is headed by its title and carries its subject number, as well as full information as to its correct place in the Manual.

DESCRIPTION OF MANUAL

The Manual is currently composed of the following 11 series:

1. *Organization.* Correspondence on the structure and responsibilities of

the U. N., its Charter and organizational rules, membership, representation, and protocol.

2. *Administrative services.* Services provided by or for the organization, such as communications, publications, building management, supplies, and insurance.

3. *Finance.* Budgeting, income and expenditure, accounting, auditing, and remuneration payments.

4. *Personnel.* All matters relating to personnel, including duties and privileges, movement, and welfare.

5. *Legal matters.* Aspects of international law, treaties, and agreements; privileges and immunities.

6. *Political and security matters.* Measures for the maintaining of world peace and security and for settling international incidents and disputes.

7. *Social matters.* Problems relating to social welfare, relief and rehabilitation, population, and human rights.

8. *Economic matters.* Relating primarily to the international aspects of trade, resources, industry, transportation, fiscal questions, and statistics.

9. *Technical assistance.* U. N. activities in this field.

10. *Trusteeship and information from nonselfgoverning territories.* The international trusteeship system and problems relating to information from nonselfgoverning territories.

11. *Public information.* The media used, the substance of information released, and public relations activities.

PROCESS OF CODIFICATION ILLUSTRATED

Bearing in mind the major principles of subject classification, the actual codification of correspondence (that is, identifying it with the correct subject and assigning the code number) according to the new Manual is a very speedy process. As no subject can be found in more than one series, the determination of the final subject is made by a narrowing selection of the one relevant heading. The following example will elucidate this process:

An individual sends the United Nations a letter enclosing a monetary donation. From the 11 main series, the most logical series to select in this case is "Finance." The third theme of the Manual's financial series, designated "Contributions and Extra-Budgetary Income," FI 300, is the most likely theme to embrace the subject in question. This theme is broken down into two major subthemes: "Contributions of States Towards Ordinary Expenses," FI 310; and "Extra-Budgetary Income," FI 320. It is obvious that our sample subject is concerned with the latter subtheme. In turn, FI 320 is subdivided into several themes according to the type of extrabudgetary income; even the most cursory scanning would immediately lead to subtheme FI 323, which is "Voluntary Contributions." In turn this subtheme is subdivided; the first subdivision is: "Casual Cash Contributions and Donations from Individuals and Organizations," FI 323/1, which for our sample correspondence is the correct subject.

Following a logical process of elimination and aided by a format designed to facilitate surveyability, the correct subject is found within a few seconds, as can be seen in the following diagrammatic illustration:

FINANCE	FI 000
Financial Control	FI 100
Budgeting	FI 200
Contributions and Extra-Budgetary Income	FI 300—
Handling and Custody of Funds	FI 400
Salaries and Allowances	FI 500
	
Contributions of States Towards Ordinary Expenses	FI 310
Extra-Budgetary Income	FI 320—
	
Revenue Producing Activities	FI 321
Fund Raising to Finance "Special Projects"	FI 322
Voluntary Contributions	FI 323—
Transfer of Assets to the UN	FI 324
Income Derived from the Staff Assessment Plan	FI 325
	
Casual Cash Contributions and Donations from Individuals and Organizations	FI 323/1

CONCLUSION

The implementation of the Manual involved a change from one system to another, accompanied at the same time by transition from decentralized to centralized subject codification of incoming, outgoing, and interoffice correspondence.

In creating the Manual, the organic growth approach was used, as the Manual, like the organization it serves, continues to grow and expand. It has been able to embrace newly developing major subjects, such as the peaceful uses of atomic energy or the creation of United Nations forces. It has been basic to modified classification plans for the active correspondence of offices away from Headquarters. The upkeep of the Manual, which now contains about 50,000 entries, requires constant tight control to assure that it is kept and developed on proper lines and remains compact and wieldy; this task is aided by continuous auditing of files and checking of codification.

A Tentative Survey of Business Archives

By HELEN L. DAVIDSON*

Eli Lilly and Company

IN preparation for the workshop sessions of the 1960 annual meeting of the Society of American Archivists, a questionnaire regarding business archives was distributed to 113 companies throughout the United States.¹ The purpose was to discover (1) if business organizations feel a need for preserving their records of the past, (2) where business archives exist, (3) how the records are preserved, and (4) in what way they are used.

The summary below is based on replies from the 51 companies that reported available material. Their average age was 129 years; the oldest company was formed in 1798 and the most recent in 1925. Histories have been written about 39 of these companies; and 5 others reported plans for compiling histories.

THE COLLECTIONS

The terms "business archives" and "business historical collection" are used interchangeably in most companies. "Historical collection" or merely "collection" will be used in this summary. Four organizations reply that their collections were begun in the year of their founding and one the year afterward. Most of the companies, however, give a later date. In many instances the beginning date of the collection coincides with an anniversary date of the company. This seems to indicate that the value of older records becomes apparent when a company history is being written, an important anniversary is celebrated, or some other particular need arises.

The administration of 13 of the collections requires the services of a full-time employee. In one instance a former vice president, after 12 years of retirement, is now operating on a part-time contractual basis as the official historian of the corporation although there is no central collection of materials. In many instances, however, the answers seem to indicate that materials have accumulated

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¹ Assisting in the preparation of the questionnaire were the committee's chairman, Irene M. Strieby, and Robert W. Lovett.

over a period of years with little thought to planning or organization.

In 22 companies special rooms or areas have been set aside for these materials. One company has provided an air-conditioned room with an acoustically-treated ceiling; one a large vault-like room containing files; another a room of medium size in the main office; while still another has a 31½'x13½' room (part of a library area) with some additional warehouse space. Materials not in separate rooms may be found in the training department, the personnel office, the public relations department, the company library, vaults and storage rooms, or a company warehouse. A number of collections are divided and will be found in two or more locations. The smaller collections vary in size from one filing cabinet to one or two cardboard boxes, or one scrapbook of newspaper clippings.

Materials in print or near-print are collected by 48 companies; 42 collect pictures; 34 have museum items; 17 have filmstrips or movies; and 12 have tape recordings. One collection consists of pictures only. Another includes maps, manuscripts, and diaries, while still another is composed of correspondence, ledgers, company publications, annual reports, postal cards, calendars, sales literature, programs, and company souvenirs. The others fall somewhere in between.

Finding aids are in use in 19 collections, 28 have none, and 4 plan some description work. Descriptive inventories, indexes for material arranged under very general categories, and card catalogs are in use. The last are arranged by subject, title, or location, and are suitably cross-referenced. The information may include date of acquisition, name of donor, names of people to whom documents and pictures relate, and/or a brief description of the material itself.

Of the 28 companies indicating that no kind of index is in use, 14 have either very small collections or collections stored in out-of-the-way areas and thus seldom used.

Replies reveal that materials are preserved in document cases, looseleaf binders, bound volumes, and filing folders. These may be housed in metal or wooden filing cabinets, locked cupboards, map-type files, and bookcases, or on open metal shelves. Nine companies report that all or part of their records are stored in fireproof vaults.

PICTURES

The picture collections vary in size more than the collections as a whole. They are reported as follows:

No pictures	6
Incidental (4 or 5)	5
Number unknown	15
25-30 pictures	3
100-300 "	7
500-1,000 "	7
1,500-2,000 "	3
10,000-20,000 "	4
	—
	50

Yet another collection is composed of 150,000 photonegatives plus a master file of the most important prints. One collection, which numbers in the thousands, is composed principally of old glass plates. Only in nine collections are any or all of the pictures mounted before filing. In more than half the collections the pictures are filed separately from other materials; in a number of instances they are filed with related materials; and a few organizations report both methods of filing. Looseleaf binders and scrapbooks are also used.

Card indexes are in use for 18 picture collections while 2 others are in process of development. These indexes are arranged by title of picture; by name of individual, company installation, building, product, or geographical location; or in very general classes. In one index a microfilm copy of each picture is attached to the index card.

Expanded advertising programs, particularly in the field of television, have increased the demand for pictures. Many requests are directed to companies such as the ones reporting here; 12 will lend original pictures from their files, 23 will provide copies upon request, and 5 of these make a charge for this service. Only 14 report that any restrictions are attached to the use of a picture. These vary:

A credit line must appear.

Company approval must be given for any cut lines.

Company approval must be given for any captions used.

No pictures may be used for endorsements without permission.

The purpose for which a picture is to be used must be clearly stated.

Companies have found that in addition to supplying photographs for outside requests there are various ways in which pictures can be used within the organization itself. Some of these uses are:

advertising; anniversary programs; decorative use; editorial use (articles about the company in house organs, annual reports, recruiting booklets, catalogs, and brochures); exhibits (conventions, meetings of various kinds, open houses); guest relations programs; company histories; publicity (news releases); reference (for identification purposes); sales promotion; and training programs.

MUSEUM ITEMS

Thirty-four companies indicate that museum items are collected. These may range from a few old bottles in which company products were packaged to an extensive collection paralleling the growth of the organization itself. As many as 11 companies have provided a separate room or area for exhibit purposes, 7 have full-time employees in attendance, and 10 have exhibit areas open to the public. Two plan to open museums soon and four existing collections may be seen by special appointment. Among the companies that replied giving specific information about their museum exhibits are the following: American United Life Insurance Co. (30 West Fall Creek Parkway, North Drive, Indianapolis), a display of old business machines; Crane & Co., Inc. (Crane Museum, Dalton, Mass.), a scale model of the vat house of the first Crane paper mill, hand molds, and wall cases tracing the history of American papermaking from Revolutionary times; Goodyear Tire & Rubber Co., Inc. (1144 East Market St., Akron, Ohio), the first tires produced by the company and a complete display of its tires and other products; and Wells Fargo Bank (History Room, 30 Montgomery St., San Francisco), a historical collection covering the period from the discovery of gold through the San Francisco fire and earthquake.

COMMENTS

An attempt was made, in compiling the mailing list for this questionnaire, to reach a cross section of business organizations throughout the United States. Included were manufacturing and wholesale companies, food processing companies and mail-order houses, insurance companies and banks, and a few nonprofit organizations.

The information given by the 51 respondents indicates (1) that an interest in noncurrent records does exist, (2) that an attempt is being made by a number of companies to organize their records, and (3) that many companies are trying to use these records to some advantage. A survey such as this, however, can do no more than scratch the surface.

In a paper² read at the annual meeting of the Society of American Archivists in 1953, Oliver W. Holmes said: "Despite the obvious difficulties, it is time that the profession had a systematic and objective survey of developments in the field of business archives and records management. Such a survey, I feel, would need to be carried out by a combination of questionnaire and field work." Perhaps the time has now arrived to give immediate, serious attention to the recommendation made by Mr. Holmes, for more and more people are realizing that "the palest ink is better than the most retentive memory."³

² "Some Reflections on Business Archives in the United States," in *American Archivist*, 17: 291 (Oct. 1954).

³ S. G. Champion, *Racial Proverbs*, p. 365 (New York, 1938).

Detained Under Pretext of Classifying

—Les archives . . . de La Ferté-Milon, qui remontent au XVI^e siècle, viennent d'être heureusement retrouvées, il y a quelques mois, chez un particulier qui les avait si longtemps détenues, sous prétexte de les classer, qu'on en avait même oublié l'existence.

—"Chronique et Mélanges," in *Revue Internationale des Archives, des Bibliothèques, & des Musées*, 1: 33 (Mars 1895).

Sins of Omission

According to "A Dictionary of Documentation Terms" (*American Documentation*, April 1960), the word UMBRAL means "being intimately relevant to the subject sought." Although this dictionary contains "cataloger" and "catalogist," the compiler must have thought that the words "archivist" and "records manager," as well as "archives," "records," and "manuscripts," are not sufficiently umbral to be included. Or perhaps he did not have access to Dr. Schellenberg's *Modern Archives*, or to a "Glossary of Records Terminology" (NARS, January 1956). But, I ask you, as one archivist to another, do you think that a compiler who would be guilty of such sins of omission really understands the meaning of umbral? Or, for that matter, does he understand the meaning of documentation?

—Kay Davidson in *Archiviews* (Aug. 1960).



SETS UP AUTOMATICALLY

"1-2-3"

FOR IMMEDIATE USE

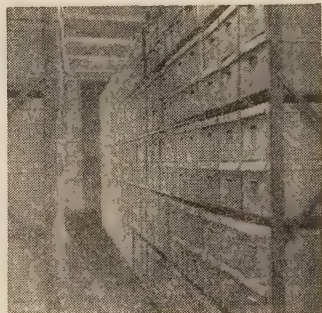
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Identification of Business Records for Permanent Preservation

By ARTHUR M. JOHNSON*

Harvard University

MY assignment to tell you "how to know what to collect" in the way of business records reminds me of a session I attended at the recent meeting of the Pacific Coast Branch of the American Historical Association. The session was devoted to the question: "How limited was the Korean War?" After a morning's effort the answer came back: "It all depends on the definition of the goals of the war." It seems to me in the present case that the answer to our question depends on the goals for which business records are to be selected and retained. Without goals one cannot discriminate. With them one has at least a rough yardstick, although the choice between retention or destruction often rests on a subjective judgment.

If in a given case we can assume that records are being selected and retained for future use in preparing an objective history of a firm, the firm's historian should have a voice in the retention and destruction of records *before* being assigned to work on the history project itself. If this is not possible the firm's records manager ought to consult *any* competent historian before he authorizes destruction of records. If this, too, is impossible, he should consult some officer of the firm having an interest in its history, for a sharing of the responsibility for destruction, it seems to me, would be desirable where potentially useful historical materials are involved.

The great problem of business records, in my view, is presented by their vast bulk, commonly out of all proportion to their historical value. Modern business generates many duplicate records, but for historical purposes only one copy need be retained. Moreover, a company cannot afford to maintain records for their potential historical value unless that value has in some way been satisfactorily

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established. Clearly by any test some items merit retention—directors' minutes, correspondence of key policy-makers, major financial records, and sealed instruments. Other items just as clearly need not be retained—I can think of outdated routine records of customer transactions in the case of an investment banking firm or records of pipeline runs in the case of an oil pipeline company. Such materials generally can be destroyed in accordance with schedules based on legal, operating, and space requirements. Representative samples, however, should be retained.

For many records the decisions on retention are by no means so clear-cut. It is here that the trained historian's advice, the restraining hand of a top company official, or the evaluation of a dedicated archivist or records manager may halt the attack of the cost accountant and the eager wastepaper dealer. If the former attack cannot be halted, perhaps the latter can be frustrated by offering records marked for destruction to a university or public depository.

But one cannot avoid the ultimate necessity for value judgments by shifting responsibility for them. Precisely because they are value judgments it is impossible to generalize about the rules to be applied. I would suggest, however, that the task of identifying documents worth saving may be simplified by asking two questions: "What is distinctive about this industry?—About this company?" Assuming that basic documents relating to the development and administration of a firm can be identified fairly easily, the answers should help to identify documents that throw light on (1) the particular environment in which managerial decisions were made and (2) specific factors that have made the organization different from others in its field.

In this connection I would make a plea for the preservation of records that reveal the human factor in the firm's history. While organizational charts, for example, might be easily recognized as worth saving, other documents—such as those relating to a key person's activities outside the firm—might just as easily be marked for destruction. And yet the picture of the individual that emerges from these documents might be worth a file case of organizational charts and might give a new meaning to his role in the organization. In too many business histories managers and entrepreneurs appear as wooden figures and their impact on company activities is ignored or improperly evaluated—all for the lack of records from which their true dimensions could emerge.

Another area that gives me major concern involves the destruction of records that have possible antitrust significance. Frankly, I do not know the answer to this problem. I can sympathize with

the businessman who feels that he should take no unnecessary chances. After all, why should he provide the Department of Justice with the materials on which to base a case against him? On the other hand, I am afraid that excessive concern about the remote possibility of such an occurrence has caused the destruction of important records that not only would *not* have contributed to the development of such a case but would have been of genuine value in successfully fighting one. By overanxiety in this area a company may not only hurt its position in some future legal action but also deprive its historian—and its lawyers—of the opportunity to evaluate objectively its past activities. In this area company lawyers as well as the historian and records manager are involved, but in the event of their disagreement a policy of calculated risk might well be justified.

This brings me back to the goals of records retention. In the last analysis the amount and kind of records—if any—that will be saved for historical purposes depend on the attitude of top management. A survey that Barry Supple and I made recently of about a hundred large companies revealed that a distressingly large proportion regarded business histories as a form of public relations effort, if deemed to have any value at all. Naturally the type of material that is selected and preserved for a public relations effort will differ greatly from that to be used in a scholarly and objective history.

I feel that businessmen who see the histories of their firms in a public relations light are taking a much larger risk in the long run than those who see the potential value of an objective analysis and are willing to preserve the records to make it possible. This is so for several reasons. First, businessmen of the former class deny themselves an invaluable opportunity to learn from the past. Second, by implication, they maintain that more is to be gained from success stories than from the analyses of failures or reverses, although the opposite is frequently true. Third, in the face of overwhelming evidence to the contrary, they in effect maintain that private enterprise can keep its activities strictly “private” by destroying records that show it in anything but the best possible light. Fourth, they deny not only themselves but also students of the American past, of the private enterprise system, and of business administration the lessons of their firm’s experience. While I would be the last to deny that I have a vested interest, I would nevertheless maintain that attitudes of this kind help to promote rather than allay suspicions about the functioning of our economic system. Indeed, they help create the very environment in which the critics of business find a cordial reception.

It seems to me that we who are engaged in educating the business administrators of tomorrow can lighten the task of the archivist by instilling in our students some of the views I have expressed. This is where the task of identifying permanently valuable business records *really* begins. The next step is to establish a common bond between archivists and historians by discussion of mutual problems—much as we are doing today. I would like to see a much closer working relationship between the two professions. Our combined efforts could make the identification and preservation of business records a considerably easier task than it has been in the past.

Evidences Jealously Guarded

Burke said, "The people will not look forward to posterity who never look back to their ancestors." The same thought was expressed by Macaulay and by many others, so that it has almost become a truism, which it is well to repeat to-day for there never was a time when reverence for and knowledge of the past were more necessary than at this moment in order to enable us to deal with the great problems of the present and to encourage hopes and stimulate preparation for the future. But we can neither know the past nor learn its lessons unless the evidences upon which the history of the past rests are jealously guarded and preserved for the information of the people and for the use of the student and the historian, whose duty it is to unfold the wondrous tale and set before us the truths, whether sweet or bitter, which lie hidden in dusty volumes and faded writings, mute witnesses of the days that are dead, and which will bring to life the men and women who have played their parts and passed forever from the stage.

Most important of all to us and to the world are the records of the great nation which we have built up and to which our first love and highest allegiance are always due. In those records are enshrined the principles and convictions of the men who won our independence and made the Constitution, through which, embodying as it did the beliefs and aspirations of the people, the United States has grown to greatness and to power. They mean far more, these records, than a mere history of events. Dismiss the utterly mistaken notion that because they were brought forth and established more than 130 years ago they are outworn and fit only for the dust heaps.

—Henry Cabot Lodge, president, Massachusetts Historical Society, in a speech at Hartford, Sept. 17, 1921, on the occasion of the transfer of the Trumbull papers by the Society to the State of Connecticut, in Massachusetts Historical Society, *Proceedings*, 55:31 (Boston, 1923).

Acquisition in Industrial Archives

By JAMES E. BARRETT*

Raytheon Company

IF we define the archive as a corporation's memory, the problem of acquisition becomes one of deciding what to remember. Such a seemingly simple approach is complicated by two things: (a) each corporate activity must pass a test of usefulness; and (b) the archive becomes a corporate asset and therefore a security problem.

To be useful a corporate activity must earn a profit. Increasingly, service activities, such as records management departments, are recognized not as "overhead" or "factory burden" but as inverse profit points. An inverse profit point contributes to net profit by reduced costs. For example, many large industrial firms earn 3% net after taxes. If good records management can reduce costs by \$75,000 the result for the company is the same as increased sales of \$2,500,000. One must be wary of carrying such logic to absurdity. But, properly used, it is a telling point.

While records management activities pass the usefulness test with flying colors, this is hardly true of the archive. That function, like research, requires longtime, though modest, investment before a return is evident. It is therefore nearly mandatory that the archive be part of the records management function so that it can be subsidized and can survive an occasional lean year.

This preamble on the financial facts of life is included because it emphasizes one of the principal differences between industrial archives and governmental or private archives. It clearly does not imply that the sister institutions do not suffer financial hardships or handicaps. The basic difference is that while a nonindustrial archive may face malnutrition, its industrial counterpart often faces extinction.

The industrial archive, viewed as a corporate asset, must be secure. Because of the real value of the documents retained there,

* The author joined Raytheon Co. in 1958 and he is now both a member of the company's corporate staff for policy and programs and a line officer with responsibility for central records management facilities. Raytheon, a firm devoted exclusively to electronics, operates more than 30 plants and many sales and service offices in the United States and abroad. This paper was read on Oct. 5, 1960, at the 24th annual meeting of the Society of American Archivists, in Boston. It was a part of a workshop session on materials for business history over which Robert W. Lovett presided. Since his paper was read, Mr. Barrett informs the editor, Raytheon has opened its new Archive in the new executive office building in Lexington, Mass.

together with the need for swift reference service to top executives, it cannot be remotely located as can a records center. Since its principal function is longterm retention of valuables, it acquires characteristics not uncommon to a bank.

By contrast, the records center is the home of documents that face a relatively early and nearly certain death. It has the characteristics of a grocery warehouse and a definite air of impermanence. This fact of personality and location contrasts explains why the vital records protection programs nearly always became connected with archives rather than records centers. It has a definite bearing on acquisitions policy.

The subject of what to acquire is not the topic of this paper; but, given a general agreement on what is important, it can be said safely that most of the archival material will be received from the executive (or general) offices. In multidivisional operations a small increment will be found in the major field headquarters. Almost without exception, however, the important papers will have been forwarded to the chief executive and his staff.

So, contrary to popular belief, the corporate records manager in a farflung organization need not scurry about the country to locate the important records. Normal business operations bring them home. The major effort must be to familiarize headquarters executives with the archive, its purpose, and its services. A close liaison with the corporate secretary's office is probably 80% of the battle. A good working relationship with the financial executives will cover another 10% of the acquisition problems. Remaining headquarters offices contribute an additional 5% or thereabouts. The remaining 5% is the troublesome portion, but four continuing sources are indicated in the experience of the Raytheon Company:

(1) *Division, plant, and regional office records.* The field organization necessitated by records management activities is a priceless, and free, asset of an archive. Trained in evaluating records, the men in the field often stumble across important records during their routine duties. They then report their finds to the assistant archivist, who can follow up with appropriate action.

(2) *Predisposal samplings of records center collections.* Twice each year the records centers receive from the records control office lists of records due for disposal. These are pulled out and given a final examination by the records manager (who doubles as archivist) and the associate secretary (who is also an attorney). At that time samples of selected groups are extracted and turned over to the assistant archivist for preservation. This procedure meets two needs. First, it provides samples of everyday records useful in understanding the basic records. Second, it is evidence of the method of recordkeeping at a given time.

(3) *Records of discontinued or largely reorganized divisions.* The many postwar changes in products and the large number of new products require constant organizational rearrangement. When this occurs records can easily become lost or, if available, virtually useless. Probably the most effective method is to arrange to impound these in a local site. Those needed by continuing or new departments can be reissued and so noted. The remainder becomes a closed record group. We find it best to hold these for about a year, then have the assistant archivist go through them to separate wheat from chaff. Disposition dates are set where applicable. Records to be retained continue as a closed group. After four years, another review is conducted.

(4) *Records of senior executives or longtime employees.* Any definition of an archive as a corporate memory is necessarily qualified by the knowledge that much of the memory is in the heads of senior executives and longtime employees. Prior to the departure of any of these persons the alert industrial archivist must bid for the records collected over a period of years. They often contain the missing series of enlightening correspondence. In this connection I wish we industrial people could do more oral history work of the type conducted by George Gibb of Harvard Business School.

The notes above on where and how to acquire business archives would be incomplete without some description of their arrangement. A record group system patterned after that pioneered by the National Archives and Records Service best suits the needs of our industry. We use a dozen open groups, listed below, and form closed groups as required.

OPEN GROUPS

- | | |
|---------------------------|---|
| 4. Executive Records | 10. Marketing and Contract Records |
| 5. Corporate Records | 11. Manufacturing Management |
| 6. Accounting and Finance | 12. Personnel Management |
| 7. Patents and Inventions | 13. International Operations |
| 8. Engineering and R & D | 14. General Administration |
| 9. General Legal Records | 15. Reference Materials and Manuscripts |

CLOSED GROUPS (mergers, acquisitions, discontinued units)

- | | |
|----------------------------------|---------------------------|
| 491. Equipment & Systems Div. | 496. Russell Electric Co. |
| 492. Raytheon Canada | 497. Datamatic Operations |
| 493. Sorenson, Inc. | 498. Submarine Signal Co. |
| 494. Machlett Laboratories, Inc. | 499. Chicago Division |
| 495. Applied Electronics Co. | |

Note: RCS (records control schedules) 16-490 cover specific high-volume, short-retention records kept in records centers. Examples:

- | | |
|-------------------------|-------------------------|
| 305. Payroll Records | 339. Purchasing Records |
| 317. Petty Cash Records | 380. Shipping Records |

To summarize: The main problem in managing a business archive is twofold—the test of usefulness and the tendency to confuse the whole operation with security needs. Acquisition is actually much easier than for public archives. The goal of the business archive is more restricted; the input is more easily controlled since it is all company property. Perhaps the key to ease of acquisition is a good existing records management program.

Card Game

It is very difficult to get at the origin of things, and future research may show that I am mistaken in assigning to the Abbé Rozier, a well-known French savant of the last century, the credit of being the originator of the card catalogue.

In 1775 the Paris Academy of Sciences issued a general index to their various publications from 1666 to 1770, under the editorship of the Abbé Rozier. The work was printed on one side only, with the object of providing a blank page upon which the contents of future volumes might be added from time to time. In the preface to the first volume of the index the editor explains how this was to be done, and he suggests that an index should be first made upon cards, and when a sufficient number had accumulated they were to be sorted into alphabetical order and the entries transferred to the blank pages of the printed index. He says at p. xi of his Preface—

Les cartes à jouer offrent la plus grande facilité pour ces tables, et par l'arrangement qu'on peut leur donner, elles tiennent lieu du manuscrit qu'il auroit fallu nécessairement recopier plusieurs fois. Voici la manière d'écrire les cartes et de multiplier en même tems les titres suivant que les objets l'exigent [*see below*].

Le mot TUMEUR doit être en *védetle*, et hors de ligne, de même que "A.D.S. . . . 1771." Cette manière est d'autant plus commode, que dans la distribution alphabétique elle évite la peine de lire le titre entier pour reconnoître à quelle lettre de l'alphabet chaque carte appartient. C'est dans la même vue que les signes A.D.S. [Académie des Sciences], 1771, ont été placés hors de ligne pour trouver facilement l'ordre des années. Les mots écrits en *lettres italiques* désignent les répétitions du titre qu'il est à propos de faire. Ainsi cet article fournira quatre cartes, savoir, une pour le mot TUMEUR, une pour ENGORGEMENT, une pour EPIPLOON et une pour le nom PORTAL. . . .

It is true that the Abbé is not dealing with a library of books, but with a collection of independent memoirs, and he does not regard his card index as anything but a temporary expedient. These, however, are mere details, and until an earlier claimant appears I think that the Abbé Rozier must be regarded as the pioneer [*sic*] of the card catalogue.

TUMEUR.

A.D.S. 1771.

Obf. fur les tumeurs & engorgemens de l'epiploon, par M. PORTAL

-----p. 541. H. p. 36.

Facsimile of Index Card as proposed by the Abbé Rozier in 1775.

—Richard B. Prosser, "The Origin of the Card Catalogue; a Brief Note," in *Library Association Record*, 2: 651 (Dec. 1900).

Museum Artifacts in Company Archives

By BRUCE SINCLAIR*

Merrimack Valley Textile Museum

MUSEUM items in company collections are very much like company archives in that they vary greatly in size, content, and the ways in which they are housed and used. Some museum items are stored in a treasurer's office, some are in display cases in a salesroom or main lobby, some are stored away in an attic. Last, and usually least frequently, some find their way into a well-ordered and intelligible company museum, open to the public, in which the history of the firm is preserved and communicated.

Museum items find varied and often divergent uses. Frequently these items are used as an adjunct to the advertising department for periodic promotional activities, sales efforts, company picnics, or centennial celebrations. Like the question of storage, the use of these materials is often woefully unsophisticated and remarkably shortsighted. The infrequent exceptions only serve to emphasize the rule.

Archivists and museum curators alike are concerned with the problem of storage—free from extremes in temperature and humidity, free from damage by insects or vandalism, and relatively well protected against direct sunlight, dirt, and all the other evils by which old things suffer. Our standards are nearly the same as yours and if you archivists are fortunate enough to obtain ideal conditions for your materials, you will provide ample protection for ours.

We are both concerned with the problem of the use of our materials. We both believe that the materials in question should be saved, and implicit in that belief is the conviction that the materials should be seen, used, and appreciated. Before the materials are used, we both apply some sort of external interpretation. Your interpretation is, I think, more subtle than ours, for museum items require that we interpose ourselves more directly between the object and the public. If you have in your archives museum items for ex-

* The author is director of the Merrimack Valley Textile Museum, North Andover, Mass., a new museum, "interpreting the history of the American wool industry." His paper is based on his remarks as a panel member of a workshop session on business archives, Oct. 5, 1960, at the 24th annual meeting of the Society of American Archivists. Irene M. Strieby led the discussion at the session.

hibit purposes, they must be placed in some historical context, a context that results from intellectual activity on your part. To put the problem in terms that are personally familiar, suppose that you are in charge of the archives of the Bigelow-Sanford Carpet Co., an old manufacturing firm which still owns its first automatic carpet loom, and that you are also responsible for an exhibit involving that loom. The specific techniques used to exhibit the loom can differ widely. Ideally, the exhibit should illustrate the historically important aspects of the loom, for instance, that it was introduced as the textile industry was changing from hand to machine power, a period of tremendous significance to this nation. Related labels and photographs might tell something about the loom's inventor or the effect of this technological innovation on production.

The growing number of museums devoted to business and industrial history is potentially a mighty force in the systematic and cogent maintenance of business records. These museums can provide also for intelligent and new uses of business records. The coming years will see new museums devoted to business history and the result will be a greater demand for archival materials in this field. Many of these museums, by the very nature of their activity, will collect business records. What this development means is greater exploitation of business records and their wider use in a quasi-academic environment. Museum libraries having archival materials will become more available for public use. Traditionally, the art museum library has been especially for the use of the curatorial staff, normally restricted to members of the museum and interested students. In a museum of business history, however, the exhibits themselves are often directly based on company records and the museum archives then become an integral part of the exhibit materials. The individual visitor who wants to pursue the subject in more detail is directed to the museum library, where archival material is found.

I would draw two conclusions from the intimate relationship that often obtains between exhibits and archival materials in the museum of industrial history. First is the potential use of archival materials in this situation by a new and different clientele—individual citizens whose intellectual curiosity has been so sharpened by museum exhibits that they seek more information from the museum's library and archives. Second is that this same close relationship between exhibit and archival materials may, in a very general fashion, provide archivists with an angle of attack on the problem of what to do with museum items that find their way into collections of company records.

Exploiting the Business Records Collection

By GEORGE S. GIBB*

Harvard University

THE question of what a librarian or archivist does with the business records his institution possesses and acquires can be answered only by taking a close look at the reasons why those records were kept or acquired. Often, of course, such collections just happen. They come fortuitously, and they repose in respectable, dusty oblivion. But, pressed to rationalize the situation, most archivists would say that they keep and acquire business records for active use—by historians, by members of the firm's advertising department, or by the occasional executive or legal counselor seeking data from the past.

This is the theory, and it is one that all archivists would like to translate into reality. The great obstacle is psychological—the “post-acquisition slump.” Being human, we put tremendous emphasis on acquisition. Once the collection is in the basement, we sigh with satisfaction and that is the end of the matter. We have fulfilled our responsibility and we sink into comfortable apathy.

If records are collected for utilitarian, as contrasted with pack-rat, motives, let's put them to work. To do this, the first requirement is to let potential users know about the collection. In short, publicity. Publicize the collection! Your community or company paper will love the scoop. Acquisition of historical records by a library or the establishment of an archive by a company is first-class news, full of local interest. Next, put your collection to use for in-library or in-company exhibitions. Nothing claims attention like local history. Get pieces of it in those foyer show cases. It's fresh, original, fascinating. Then, cooperate with local historical groups

*The author is a member of the faculty of the Graduate School of Business Administration, Harvard University, and editor of *Business History Review*, published by the school. This paper was read on Oct. 5, 1960, at the 24th annual meeting of the Society of American Archivists, in Boston. It was a part of a workshop session on materials for business history over which Robert W. Lovett presided. Mr. Gibb has written business histories of Reed & Barton, silversmiths of Taunton, and Saco-Lowell, textile machinery manufacturers, as well as a volume in the series on the history of Standard Oil Company (New Jersey) being prepared under the sponsorship of the Business History Foundation of New York.

and archivists in other companies. You need their friendship and they yours. Make the materials from your vaults available to them, and you'll be surprised by their response. Call on your local merchants and civic "booster" groups. You have real crowd-stoppers in your basement. Get the best parts of your collection into those big plate glass windows on Main Street. Special local anniversaries are made to order for this kind of promotion. Finally, get your collection cataloged, regionally if not nationally.

In short, put the collection to work by letting people know about it. Remember, it will be working for you. It's your library, archive, or company that is being promoted. The message you sell is about a live institution, alert to its historical responsibilities and geared to the interests of the business as well as the intellectual segments of the community.

Once publicized, your collection quite conceivably may not only be used but augmented. Be prepared for both these remarkable eventualities. The inevitable result of exhibiting the 1850 company journal in your reception room showcase will be a telephone call from an old pensioner informing you that he is presenting you with 25 ledgers and 16 trunks of correspondence! You must, in addition, be prepared to entertain historians and other users who want access to the collection you have so skillfully publicized. This need not be a formidable experience. Only a few simple steps are required.

First, index your collection, but don't over-index. Far better to provide a general guide than a detailed one that is inaccurate. Business records are highly technical and highly susceptible to misleading classification. Play it safe, particularly if you are not entirely sure of the difference between a daybook and a wastebook.

Second, provide facilities. These should consist of a chair, a table, and a light. Most archival budgets permit this.

Third, provide freedom. The user of your records does not always know what he is after. Let him probe. For the most part, he knows his business better than you know his business.

Fourth, put the user to work for you. A byproduct of his probing can be a more accurate index for your collection. This is a small *quid pro quo*, happily extended by anyone privileged with the freedom of your basement vault.

No library or archive today can afford to collect for the sake of collecting. Fortuitous acquisitions of limited local value can be swapped off—and such loaves upon the waters invariably bring cake in return. Records collections are for use. You will be amazed at the benefits an active, cooperative, constructive program of acquisition, preservation, and utilization can bring.

Income-Tax Records as Sources for Economic History

By ROBERT S. LAMBERT*

Clemson College

IN the recent past the writer has been engaged by the Great Smoky Mountains National Park to do historical research.

One of the studies undertaken, a phase of the larger subject of land use, concerned the effects of logging on the forest in the Great Smoky Mountains.

A most important source of information on such a topic should be the records of the firms that logged in the area between 1900 and 1930. Unfortunately, most of these companies are no longer in business, or they have disposed of their records with the passage of time. An accountant for one of the existing firms did recall, however, that commencing in 1913 lumber companies had to file special data to support their claims for depletion allowances under the provisions of the Federal income-tax laws.

On the basis of this lead the writer requested that a search of the records of the Internal Revenue Service be made. Under the law such requests may be made to the Secretary of the Treasury by the head of the executive department that, for official reasons, wishes to inspect the records.¹ The permission was granted, and the documents were inspected by two officials of the National Park Service, who found them to be worthy of further investigation. Arrangements were then made by which the writer received a temporary appointment to the position of collaborator in the employ of the Great Smoky Mountains National Park in order to draw such information from the records as bore on the topic under consideration.

The records were of two principal classes: returns and forest industries' schedules. The returns did not yield much information

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¹ The conditions under which other Government agencies may inspect income-tax returns for official reasons are found in Treasury Decision 4929, subpart D, section 463.33, promulgated by Executive Order of Aug. 28, 1939, based on Section 55(a) of the Internal Revenue Code (53 Stat. 29). Persons other than employees of the Federal Government who may inspect returns under specified procedures include State officers and tax officials, shareholders, and parties in litigation.

on the species of timber cut or the methods employed in logging operations, and like individual income-tax returns showed only figures derived from detailed supplementary information.

The most important of the forest industries' schedules was the one initially filed for the years before 1919. Called the General Forest Industries' Schedule, it sought information on the status of the timber from the beginning of operations until the income-tax law became effective on March 1, 1913, and for each subsequent year through 1918. Detailed maps were required to illustrate the stages through which each block of timber had passed. Data were produced for the quantity and value of each species of timber manufactured into lumber and for the utilization of byproducts. In a number of cases there was included an inventory of the firm's logging, mill, and railroad equipment, complete with dates, value, and expected life. Some schedules gave information about the pattern of wages, the hours to the shift, and the days the mill operated each year; the purchase and sale of timberlands; and fire and safety precautions. From 1919 a schedule was filed each year in order that changes from the base period could be shown annually as they occurred. Unfortunately there were large gaps in these records because of loss or disposal.

These documents proved, in part, to be most valuable for the study. The existence of this class of records raises the question of their greater significance to a much broader study, perhaps of the logging industry in western North Carolina or in the southern Appalachians. If similar information has been required of other resource-using corporations engaged in mining and in oil and natural gas production, would it not offer an opportunity for the detailed study of production methods, wages and working conditions, financing and taxation, as well as resource use?

The conditions necessary to obtain access to these documents have been mentioned. There are further restrictions. Under the law it is "a misdemeanor, punishable by a fine not exceeding \$1,000, or by imprisonment not exceeding one year, or both . . . for any person to print or publish in any manner whatever not provided by law information contained in any income return." Violation of this provision by a Government employee or officer leads to his discharge or dismissal.²

² Treasury Decision 4945, Sept. 20, 1939, section 463D.7, under section 55(f) (1) of the Internal Revenue Code. The writer applied for permission to use material from the forest industries' schedules (pertaining only to the cutting of timber) in prospective articles on logging. The law is explicit, however, and such permission could not be granted to anyone for use other than in his official capacity. Harold A. Snyder, Assistant Director, Collections Division, Internal Revenue Service, to the writer, Oct. 12, 1960.

Thus the law is designed to insure a most worthy objective, maximum privacy for the taxpayer. To permit promiscuous prying either by civil servants or private citizens would undermine the confidence of taxpayers in their relations with the Government. Taxpayers, of necessity, reveal very private and personal information. The preparation of a tax return is an involuntary act, and proper enforcement of the tax laws will depend upon the willingness of the taxpayer to offer accurate data.

This is no plea to throw open tax records to the view of unqualified persons. But these records do have distinct worth as historical sources for economic enterprises dating back nearly 50 years, and many of these resource-using industries are basic to all economic activity. Certainly one can go to existing producers for permission to use their records. If a company refuses to open its records to qualified investigators, it is questionable whether the Government should permit research use of its copies of the same records.

If the company has disposed of its papers, however, the significance of the Government file as a historical source is greater than when duplicates exist. And suppose the company is defunct? A study of the *successful* lumber, copper, coal, or oil firms would yield only part of the data on total operations in those industries. For example, of the firms that logged in the Great Smokies only two are still in business. They accounted for a bare 15 percent of the timber cut from the area in their period of operations, and one of them has disposed of its papers. Tax records yielded valuable information on the missing part—but only after the writer obtained the status of a Government employee to procure information for another Government agency.³

There is also the problem of the preservation of such records. They are too bulky to be retained indefinitely in their original form on the mere chance that students of economic history will seek them out. It does appear, however, that some arrangement should be made for their use by competent researchers who are not Government employees. Perhaps the tax records of defunct private companies, after the passage of a certain period of time, could be turned over to the National Archives or another carefully selected depository. It might be possible to adopt a key by which the answers on the standard form could be condensed, and which, when coupled with the special supporting data, could be preserved on film.

Most certainly the effort must be continued to impress existing

³ It should be noted that the employees charged with making the returns available provided the writer with every assistance in his work.

private companies with the importance of their records. They should be encouraged to preserve them or make them available through the facilities of public and private agencies experienced in handling such records.

Meanwhile, as the volume of records mounts relentlessly, it impinges upon the space and patience that the agencies of the Federal Government can devote to them, and the records disposal programs go on. What shall be kept? What shall be thrown away? Here is one vote for retaining, somewhere, in some form, the information supplementary to tax returns, and for making it available to competent scholars.⁴

⁴ *Editor's note:* The *American Archivist* has been informed that at present the National Archives and Records Service and the Internal Revenue Service are considering whether or not it will be possible to fix a retention period of perhaps 40 or 50 years for corporate tax returns. This can be done only if IRS determines that the returns will have no administrative value after that period. Should such a period be agreed upon this would not mean the destruction of schedules such as Professor Lambert has referred to. In the course of auditing returns it has been the practice in IRS to incorporate schedules showing depreciation and depletion into technical valuation case files containing also appraisal reports, rulings, and related papers pertaining to valuations of property and equipment. Cases showing the details of how valuations are arrived at are being retained as of value to the Service indefinitely. They are, however, as Professor Lambert explains, not open to the public since they contain private company data that IRS is obligated to protect. A Timber Section and later a Natural Resources Section of IRS has been concerned with the evaluation of forest industries. Similar work is done with mining, oil and gas production, and other natural resource industries.

Source Notes for a Glossary: Indenture

Where a deed begins, *This indenture*, it must actually be indented, that is to say, cut or scalloped at the top, otherwise it will be a deed poll: for it is not the words, *This indenture*, but the indenting of the parchment or paper, that makes it an indenture.

—*The Young Clerk's Magazine: or, English Law-Repository . . .*, p. 131 (Philadelphia, 1795).

Civil War Documentation—A Point of View

Jan. 10 [1863]—O how is to be pitied the future historian of this bloody tragedy! Through what a loathsome cesspool of documentary evidence, preserved in the various State Archives, the unhappy historian will have to wade, and wade deep to his chin. Original works of Lincoln, Seward, etc.

—Adam Gurowski, *Diary*, 2:82 (New York, 1864).

Sir Hilary Jenkinson, 1882-1961

By OLIVER W. HOLMES

National Archives

SIR HILARY JENKINSON, president of the Society of Archivists in Great Britain from its formation in 1955 and long an honorary member of our own Society of American Archivists, died on March 5, 1961, at 78 years of age. He had retired in 1954 after 48 years' service in the Public Record Office, of which he was Principal Assistant Keeper and Secretary, 1938-47, and Deputy Keeper, 1947-54.

Sir Hilary was, almost certainly, the most eminent archivist of his generation in the English-speaking world. During his energetic career in the profession he had made his influence felt not only in Great Britain and in colony and commonwealth, but, to an extraordinary degree, also in the United States.

It so happened that the revised edition of Jenkinson's *Manual of Archive Administration* (1937)—then the only systematic treatment of the field in English—became available soon after our National Archives was opened. It inevitably became a Bible to which inexperienced directors and untrained staff members turned for guidance. Like the Bible it was not always clearly understood in details, partly because Jenkinson's writing was always somewhat involved and partly because his illustrations were frequently unfamiliar to Americans. Like the Bible, too, it was so often held to be infallible that some skepticism inevitably resulted. From it, however, certain basic archival principles were absorbed at a crucial period and became henceforth an important part of American archival doctrine.

It could have been otherwise. It is true that Leland, Paltsits, and other American pioneers in archival work had preached many of these same principles, but the "manual" they planned was never completed; and it can hardly be said that their teachings were widely known, understood, and practiced in the archival repositories then existent on this side of the Atlantic. Had their teachings not been buttressed by Jenkinson's *Manual* when they were, policy and directives in connection with the new Federal program might have been much less certain. By the time the Dutch manual was rendered into English by Leavitt (1940), it served chiefly to confirm these principles and to explain them, in areas of arrangement and classi-

fication, more clearly and systematically. These two volumes now have been cornerstones of training literature for almost a quarter-century, and have been assigned to and read by students in all classes in archival administration in the United States.

Jenkinson's writings make good teaching material because they are provocative of discussion. Objections are usually not so much against the principles set forth as against extreme statements of them, with few hints of possible compromises in application. Jenkinson was an absolutist. He defended his archival principles with the passion of a preacher defending moral principles. Appropriately he made "moral defense" of archives one of the major duties and responsibilities of the archivist. To him, for example, archives were no longer archives if there had been any interruption to the chain of official custody, just as a virgin, with one lapse, is no longer a virgin. They were cast out. There was no such thing as grace or the possibility under some circumstances of redemption. We do not forget Jenkinson's principles because we have been so impressed with his statements of them, and, if we feel we must deviate or modify a little here and there, we do so only after making excuses we deem adequate and even then perhaps not without some feeling of guilt.

In this brief notice one cannot review Sir Hilary's multiple activities and many, many specific contributions. This will be done, doubtless, in England, where the many facets of his career and his personality are better known and understood. One stimulating memoir of him was published in his lifetime as the opening essay in *Studies Presented to Sir Hilary Jenkinson* (1957), an impressive tribute by former students and associates. It is unfortunate that American archivists had no opportunity to know him better, for the writings are understood better after knowing the man, and the man was so much more than his writings. His one brief visit to the United States was a stopover of a few days in 1950 on his return from an official survey of archives in Jamaica. Few that were present will forget his impromptu talk to members of the staff of the National Archives on that occasion. He was always a cordial host in London to American archivists, including the many in uniform who stopped at the Public Record Office during World War II.

It is unfortunate also that Sir Hilary is known to many chiefly, or only, through his *Manual*. Dipping into his other writings is refreshing, thought-provoking, and broadening, but they are scattered and will become increasingly difficult to assemble. If we really wish to remember him and what he had to teach us, let someone collect the best of his scattered essays and addresses and publish them in a single volume that can stand beside his *Manual*. Perhaps this vol-

ume should be divided into several parts. In the first might be included the more rewarding of the practical essays, such as "Rules for the Transcription of Documents," "Notes on the Preservation, Moulding and Casting of Seals," "Notes for the Guidance of Editors of Record Publications," and such instructive presentations as "The Study of English Seals," "Paleography and the Practical Study of Court Hand," notable for its emphasis on the values of administrative history, "The Public Record Office and Its Work," and "Private Archives."

A second part should include such valuable surveys of the profession as "Archival Developments in England, 1925-1950," "The English Archivist; A New Profession," "The Future of Archives in England," and one or two of his reports on the work of archivists in World War II. A third part ought to present the archivist as scholar by reprinting studies that contribute directly to history and at the same time stimulate other scholars by illustrating the riches contained in the material the archivist safeguards. Jenkinson's articles on the "Exchequer Tallies" in *Archæologia* (1911) or "The Financial Records of the Reign of King John" in the *Magna Carta Commemoration Essays* (1917) are classic examples of the archivist performing as the high priest of his temple. One would miss much, however, if there were not a place at the end of such a volume for the adroit asides, flashes of wit, and happily expressed insights, characteristic of his writing, that should be rescued from many addresses, fugitive reviews, and long reports that would not be reprinted. We might indeed create a rich and merited memorial that would keep alive Sir Hilary's personality and influence.

Selfless Devotee of Truth

I am not to attempt here an exposition of the value of archives, but if I were asked to define the creed of the archivist in four words I should say "the sanctity of evidence." It is not, primarily at any rate, his business to use or interpret his charges; he need not be interested in their contents—indeed it is in some ways an advantage if he is not, for that detachment preserves him from the temptation to *ex parte* procedure. . . . His part is simply to conserve intact every scrap of evidence which not only the contents of the documents but their form, makeup, provenance, and position in relation to the other documents have to offer. His aim is to provide, without prejudice or after-thought, for all who honestly wish to know, the means of knowledge. Viewed in these aspects the good archivist is the most selfless devotee of truth the modern world produces.

—Hilary Jenkinson, "British Archives and the War," in *American Archivist*, 7: 16 (Jan. 1944).

Editor's Forum

Neography

TO THE EDITOR:

Una cuestión eminentemente latinoamericana, y quizás en general americana, consiste en la conveniencia de estudiar las letras modernas, dentro o fuera del ámbito de la paleografía.

Según su significado etimológico, la paleografía se refiere a las escrituras antiguas: *παλαιός* (antiguo) y *γραφή* (escritura). Su interés, dentro del ambiente de la civilización occidental, a la cual pertenece el continente americano, se concentra en los orígenes y el desarrollo de las escrituras derivadas de las latinas, formadas en el imperio romano y evolucionadas durante la Edad Media. Para la correcta interpretación y acertado descifrado de ellas, se requiere un estudio paleográfico, que realizan principalmente los historiadores y los archiveros, el cual consiste en el conocimiento de las formas gráficas de las distintas clases de escrituras, de sus letras, abreviaturas, signos abreviativos, números, ligaduras, miniaturas, lo que constituye la base del método paleográfico que es fundamentalmente comparativo; asimismo se exigen estudios auxiliares filológicos de latín clásico y medieval, dialectos vernáculos, y peculiaridades ortográficas. Todos estos elementos facilitan el descifrado que constituye el fin práctico de la paleografía, además de establecer la extensión cronológica y geográfica de distintas escrituras, sus influencias mutuas y su importancia cultural, etc.

Generalmente, los paleógrafos terminan sus obras con la aparición de la escritura llamada humanística, en el siglo XV, que coincide con la formación de la época moderna e invento de la imprenta. A veces, se extienden a las últimas escrituras "paleográficas," derivadas directamente de la letra de la baja Edad Media, denominada gótica, con sus formas peculiares en Francia, donde se llaman *lettre de minute*, *financière* o *française*; en Inglaterra, *Chancery hand* o *Court hand*, y en España las escrituras cortesana, procesal y encadenada; un proceso semejante al de España se nota también en Portugal. Los especialistas españoles e hispanoamericanos consideran estas escrituras como paleográficas; su uso remonta hasta mediados o fines del siglo XVII, con lo cual termina por completo la época paleográfica. Por lo tanto, los archiveros necesitan de los estudios paleográficos, si trabajan en los archivos que contienen material histórico escrito en letra cortesana, procesal o encadenada, pero están exentos de algunas exigencias que son imprescindibles para los europeos, los cuales tratan manuscritos medievales.

Surge ahora una cuestión: dónde ubicar el estudio de aquellas letras modernas que no son paleográficas, y que, por consiguiente, no exigen de los archiveros una preparación paleográfica, pero que, sin embargo, aconsejan un estudio especial.

Estas letras modernas se desarrollaron de la humanística cursiva. Hemos dicho, que la reforma escritorial humanística ocurrió en el siglo XV; desde los

comienzos de esta centuria, los humanistas italianos reaccionaron contra la letra gótica que les parecía bárbara, mientras que en las carolina admiraban la belleza de sus formas caligráficas, imitándola en la letra que llamamos humanística libraria, y que se impuso en la escritura impresa a partir de las últimas décadas del siglo XV. Otra reforma gráfica es la humanística cursiva, llamada en Italia *lettera di brevi* o cancelleresca italiana y que aparece en esta época en los manuscritos de la vida diaria, en cartas, documentos, etc., y también, pero menos, en los libros, extendiéndose, con peculiaridades locales, por el occidente, de donde pasó a América. En España se la llama itálica o bastarde, en América Latina se prefiere el término de bastardilla. La itálica se usa, paralelamente con la procesal y encadenada, desde el siglo XVI, y se impone por completo en la segunda mitad del siglo XVII.

La bastardilla o itálica, con su evolución hasta la época actual, presenta un interés gráfico y cultural. No requiere forzosamente una preparación científica para su lectura e interpretación, razón por la cual no está incluida entre las ciencias auxiliares de la historia ni en la archivología; sin embargo, es necesario un estudio previo, si se quiere obtener plena seguridad en la lectura e interpretación, consistente este estudio en el conocimiento del método comparativo del descifrado, abreviaturas, puntuación, morfología de las letras, ligaduras, peculiaridades ortográficas y estilísticas; todo lo cual presenta mucho menos complicaciones que las escrituras paleográficas. Sin embargo, si se utiliza para su lectura sólo la experiencia práctica y empírica, se puede llegar a cometer errores, y realmente no son raras las deficiencias en los corpus documentales u otras publicaciones, debidas a la falta de un estudio sistemático.

Establecida la conveniencia de tratar científicamente las letras modernas, nos preguntamos, dónde ubicarlas. No caben, efectivamente, dentro de los estudios paleográficos, aunque un paleógrafo no puede tener mayores dificultades con las letras modernas.

Cuando surgió la paleografía, en el siglo XVII, como ciencia auxiliar histórica en base a un riguroso método científico, y obtuvo su denominación en la centuria siguiente, no se pensaba en dar un nombre propio a las letras entonces contemporáneas. Posteriormente, se extendió el interés a las letras modernas, incluyéndolas algunos manuales y tratados dentro de su campo de estudio, con la reproducción facsimilar de los manuscritos. Mayormente se da a estas escrituras el término general de modernas, para diferenciarlas de las paleográficas, aunque algunos autores las abarcan junto con éstas. Sin embargo, se siente la necesidad de dar un término específico a las escrituras modernas, v. gr., en Alemania, donde se conservó la escritura gótica hasta nuestros días, siendo abolida como escritura nacional sólo hace dos décadas; allí los archiveros y los historiadores recurren a diversos términos: *neuzeitliche Schriftenkunde*, *neuzeitliche Handschriftenkunde*, *Handschriftenkunde der Neuzeit*, y *Paläographie der Neuzeit*.

En España y América Latina hubo intentos de identificar las letras modernas con las caligráficas, e incluir su estudio dentro de la caligrafía. Estos intentos se deben a las influencias de excelentes calígrafos españoles que desde el siglo XVI en adelante aportaron muchísimo al aspecto caligráfico de numerosos manuscritos, dándoles una real belleza gráfica (*καλός*, quiere decir bello, lindo).

Nos parece que no conviene el uso de esta palabra para las escrituras modernas, porque varias escrituras paleográficas son a su vez caligráficas, v. gr., capitales cuadrada y monumental, uncial, carolina; mientras que, en la época moderna y aun actual, muchos manuscritos son una verdadera antítesis de caligrafía.

Pensando en la conveniencia de dar un término adecuado en este sentido, nos parece que el más correcto es el de neografía, porque determina perfectamente el significado de las letras modernas o nuevas (νέος—nuevo), diferentes de las antiguas o paleográficas, y permite dar un contenido específico. Este término fue aceptado en la Primera Reunión Argentina de Paleografía y Neografía, organizada en diciembre de 1956 por el Instituto de Estudios Americanistas de la Universidad Nacional de Córdoba, por los representantes de la Academia Nacional de la Historia, universidades, archivos e institutos históricos argentinos. Opinamos, que sería conveniente tratar la posibilidad de extenderlo a los países americanos o, por lo menos, hispanoamericanos.

Pertenece a la neografía el estudio de las escrituras modernas, desde la humanística libraria y cursiva, y letra impresa de los incunables, hasta las formas gráficas actuales, con su interesante desarrollo, las cuales, a pesar de sus diversidades morfológicas, y de la libertad que se le da a los escribientes con gran posibilidad de imprimir en los manuscritos sus peculiaridades individuales, vuelven a los ejemplos humanísticos. Por consiguiente, las escrituras neográficas se extienden desde el siglo XV hasta nuestra centuria; la época neográfica, en los países hispanoamericanos, puede tomarse desde la segunda mitad del siglo XVII, tal como se estableció en la mencionada Reunión de Córdoba. En América del Norte, del habla inglesa, opinamos que prácticamente existe sólo la época neográfica.

Adoptando el término de neografía, neográfico, se otorga a todo el proceso gráfico, estudiado metódicamente, un término técnico adecuado para las escrituras modernas; a las personas, que se ocupan de estas escrituras, se les puede dar el nombre de neógrafo, de manera análoga al de paleógrafo. Muchos archivos históricos hispanoamericanos no contienen manuscritos en procesal y encadenada, por lo cual no exigen paleógrafos dentro de su personal, pero sí, necesitan, en cambio, buenos neógrafos.

AURELIO TANODI

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The author of this note is the Director of the school of archivists of the Facultad de Filosofía y Humanidades of the Universidad Nacional de Córdoba, Argentina. Dr. Tanodi argues that although a knowledge of paleography is essential in working with old manuscripts, there is a greater need in American countries for the study of modern writing. The word neography (*neografía*) exactly connotes this study of modern or new writing, and is equivalent to paleography for ancient writings. Adoption of the term in Argentina resulted from a first meeting on paleography and neography in Córdoba in 1956; its use generically outside of Argentina is suggested. Generally, paleography ends with the appearance of humanistic writings in the fifteenth century, coinciding with the advent of the modern era and the invention of printing. Neography would involve the study of modern writings, from the cursive humanistic and the printed type of incunabula to the written forms of the present, with their interesting developments. The paleographic and neographic periods overlap. In Hispanic American countries the neographic period extends from the middle of the seventeenth century, but the English-speaking countries of North America are, practically speaking, entirely in the neographic period.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

FINDING AIDS

A Guide to Archives and Manuscripts in the United States, comp. for the National Historical Publications Commission, ed. by Philip M. Hamer. (New Haven, Yale University Press, 1961. xxiii, 775 p. \$12.50.)

From time to time in the last 40 years librarians and scholars have had occasion to refer to two small, red-covered handbooks published by the Library of Congress: *Check List of Collections of Personal Papers in Historical Societies, University and Public Libraries and Other Learned Institutions in the United States* (1918) and *Manuscripts in Public and Private Collections in the United States* (1924). These were valuable as the only tools of their kind, but as time passed they grew more and more inadequate because of further acquisitions of manuscripts by almost all the institutions represented in the original survey and because of the appearance of new collecting agencies. Not until this year, however, has a new guide been provided, and appropriately by the National Historical Publications Commission.

It is the business of the Commission to plan and recommend publications of historical manuscripts and archives, but being without funds it has been able to do little except add its applause to publication plans announced by other agencies, State and private, and to assist in such publications by finding materials in the National Archives and the Library of Congress. This compendium, therefore, is all the more welcome as a harbinger of what the Commission may be able to do itself. Since it is national in scope, the subject matter is most proper for a Federal agency to sponsor.

The executive director of the Commission, Philip M. Hamer, served as editor. He obtained the cooperation of libraries, archives, museums, colleges, historical societies, and business corporations in reporting their holdings of manuscript collections. It was a tremendous ingathering of compressed information, which was then compiled in uniform style of entry, with references to published catalogs and lists. The institutions have been arranged alphabetically by State (including Puerto Rico and the Canal Zone) and thereunder by city. An enormous index of names of collections, writers, and institutions makes possible the finding of some group of manuscripts for almost any fairly prominent individual. It is not so detailed as a union catalog, of course, but until such a tool is available this *Guide* will do very well. It is in part an amalgamation of the guides of particular institutions and in part a coverage of depositories that have published no manuals. About 1,300 depositories are represented, contrasted with 130 in the 1924 Library of Congress handbook. More than 20,000 collections are mentioned.

Intensive staff work made possible the gathering and editing of the information needed. The old Historical Records Survey guides for the 17 States that published them were utilized. The initial decision to hold the *Guide* to a single volume was judicious, even though it kept all entries brief. This *Guide* is a finding list, a beginning point.

There are some interesting revelations about size and variety of holdings in given institutions, insofar as they may be measured, perhaps inaccurately, by the length of the descriptions. As was to be expected, the Library of Congress fills the most space, taking up 81 columns. Second is Yale University Library with 27 columns. But third is the University of North Carolina Library with 23 columns, followed closely by the New York Public Library, the Historical Society of Pennsylvania, and the Huntington Library. At least the *Guide* makes clear that American scholarship does not suffer from a concentration of source materials.

Dr. Hamer and the Commission are to be congratulated for providing scholars and librarians with a broad survey of the riches in manuscript form that may be found in hundreds of depositories scattered across the country. It fills a distinct need, and its extensive use is assured.

HOWARD H. PECKHAM

William L. Clements Library

Index to the Abraham Lincoln Papers. (Library of Congress, *Presidents' Papers Index Series*. Washington, Government Printing Office, 1960. x, 124 p. \$1.)

This useful index is the fruit of Public Law 85-147 (Aug. 16, 1957), which directed the Library of Congress to index (in addition to arranging and microfilming) the papers of 23 Presidents in its possession. The manuscripts popularly known as the Robert Todd Lincoln collection, which were microfilmed and opened to the public in 1947, have been released in a reedited form to include certain additional letters and previously omitted notations and endorsements, as of December 1959. This augmented collection, consisting of 14,724 pieces contained in 194 volumes and 3 boxes, is available on 97 microfilm spools. It can be purchased in this form (by writing to the Chief, Photoduplication Division, Library of Congress, Washington 25, D.C.) for \$765. Any single reel, covering a period specified in the present *Index*, sells separately for approximately \$8.

This *Index* is arranged alphabetically by the name of the writer or recipient with whom Lincoln was in correspondence and is further arranged under each such name chronologically. Items are listed under both names if third parties were the correspondents. The subject is indicated only for such documents as messages to Congress listed under Lincoln's own name. The index, the work of Fred Shelley (head of the Presidents' Papers Index Section), Elizabeth M. Thomas (the editor), and numerous other members of that section (none of whose names, regrettably, are listed in the present publication), was done from key-punched cards that were sorted and printed mechanically. The index itself is preceded by a brief but informative introduction that provides an ex-

cellent provenance of the papers, a select bibliography, and a succinct set of instructions for the use of the index. It should be emphasized that it is limited to the Robert Todd Lincoln collection and does not include Lincoln letters in the Herndon-Weik collection and some 30 or more other collections in the Library that include some Lincoln letters. Nor does it include any Lincoln materials in the National Archives and more than a hundred other repositories. For these, Lincoln scholars will need still to turn to Roy P. Basler, Marion Dolores Pratt, and Lloyd A. Dunlap, *Index to the Collected Works of Abraham Lincoln* (Rutgers University Press, 1955). But in itself the Library's *Index* is an addition of great value and convenience to the growing number of tools available to the student of American history.

WOOD GRAY

George Washington University

Inventaire analytique de la correspondance générale avec les colonies. Départ: Série B (déposée aux Archives Nationales). I. Registres 1 à 37 (1654-1715), par Étienne Taillemite. (Paris, Ministère de la France d'Outre-Mer, Service des Archives, 1959. viii, 312 p. Index des noms propres.)

The documents inventoried in this work are better known as Series B, Archives des Colonies. They consist of copies of letters, memoranda, commissions, and orders concerning the administration of French colonies. While most of these communications were sent to the governors and intendants, some were sent to officers in France, particularly in the ports, and to private persons both in France and in the colonies. In this series, more than anywhere else, one can see the methods and the temper of French colonial administration.

This volume, limited to the first 37 registers of the series, stops with the death of Louis XIV. Although the dates given are 1654-1715, there exist but a few documents before 1669. There were at one time two volumes preceding what is now volume 1, but they have long since disappeared.

In the introduction and the *avant-propos* are general information about the usefulness of the documents and some details about their arrangement. The inventory gives a brief summary of each document, including folio, date, correspondent, nature, and subject. The index, which occupies over 40 pages and contains nearly 3,000 entries, is restricted to names of companies, councils, and persons. But for every person mentioned in the text, there is a word of identification or a short biography.

Two factors mitigate against easy use of the index. First, it refers to pages of the text, and the reader has to scan two columns of dense type to find the name he wants. Numbering by columns would have reduced his work by half. Second, there are no cross-references in the index and one must sometimes look in several places to find a particular name. The uncertain spelling of the names of the period adds to the difficulty. For example, one finds Pierre Gaultier de Varennes de La Vérendrye under Varennes de la Véranderie (Pierre Gaultier de), but Christophe du Frost de La Jemeraye under La Gemmeray (Christophe du Frost de).

Historians of New France (Louisiana and Newfoundland included) will

still find useful Miss Surrey's calendar for the Mississippi Valley and E. Richard's inventory published in 1899 as a supplement to the Canadian Archives report. Richard's report could well be consulted in conjunction with this inventory; it contains usually a more detailed description of the documents but does not always include the communications to administrators in France. It should also be noted that Richard's folios do not always coincide with those indicated in this work; for example, in register 19, Richard's folio 1 is now folio 13, and in register 33, Richard's folio 1 is now folio 228. For those engaged in the study of the West and East Indies, this book will fill a distinct need.

BERNARD WEILBRENNER

Public Archives of Canada

Repertorio bibliográfico de los archivos mexicanos y de los europeos y norteamericanos de interés para la historia de México, por Agustín Millares Carlo. (México, Biblioteca Nacional de México, Instituto Bibliográfico Mexicano. 1959. xxiv, 366 p.)

Tal como su título indica, y como su autor explica en el prólogo este nuevo libro del prof. Millares Carlo es de carácter predominantemente bibliográfico. Se trata de dar a conocer en forma sistemática y ordenada los libros y artículos publicados sobre archivos y otros repositorios de fuentes manuscritas, que poseen documentación de interés para la historia de México. Después de unas páginas dedicadas a señalar ciertas obras de alcance general, se ocupa el autor de los archivos y bibliotecas europeas, excepto las de España, a la que dedica a continuación un largo capítulo de acuerdo con la importancia que las bibliotecas y archivos de España tienen para la historia de México. Sigue un capítulo consagrado a los Estados Unidos y por último registra minuciosamente la bibliografía existente sobre los archivos y colecciones manuscritas de México. Dentro de esta distribución, se ha adoptado el orden alfabético de lugares. En total, son 1,047 los trabajos registrados en la obra, la cual se cierra con un buen índice alfabético.

El *Repertorio* del prof. Millares Carlo encierra copiosa información para el investigador de la historia mexicana, y aun de otros países americanos y europeos. Pero debe tenerse bien presente lo que escribe el autor sobre el alcance de su obra:

No ha sido nuestro propósito presentar los resultados de una investigación directa en dichos centros [archivos mexicanos y de interés para la historia de México] por más que consideremos esta tarea de gran importancia y de utilidad y urgencia manifiestas; quedan, por lo tanto, fuera del marco de nuestra bibliografía todos aquellos establecimientos que no han sido objeto de estudios publicados.

De acuerdo con este criterio, se nos ofrece sólo información entresacada de las obras y artículos que se van reseñando, con el inconveniente inevitable de que tal información aparece fragmentada y dispersa. Por otra parte, el carácter preferentemente bibliográfico de la obra, mientras por una parte limita el número de los centros tomados en consideración, obliga por otra parte a mencionar escritos que encierran poco valor como guías de una futura investigación; o que incluso resultan inútiles, por haber cambiado desde su publicación el estado de

los archivos y aun desaparecido algunos de estos. En pocas palabras, no se trata de una guía de archivos sino de una bibliografía sobre archivos.

Como trabajo bibliográfico, brillan en él la erudición y la maestría a que nos tiene acostumbrados el prof. Millares Carlo. Creo que será muy difícil acrecentar el número de artículos reunidos. Sin embargo no encuentro mencionadas la *Guide to the Manuscripts Materials for the History of the United States to 1783, in the British Museum, in Minor London Archives, and in the Libraries of Oxford and Cambridge*, by Charles M. Andrews and Frances G. Davenport, ni la *Guide to the Materials in London Archives for the History of the United States Since 1783*, by Charles O. Paullin and Frederic L. Paxson, ambas publicadas por la Carnegie Institution of Washington. Estas dos obras registran también documentos que interesan a la historia de México.

LINO G. CANEDO, O. F. M.

Academy of American Franciscan History
Washington, D. C.

Catalogue of Nuremberg Documents. ([London], Wiener Library, Jan. 1961. 139 p. Processed.)

The Wiener Library (4 Devonshire Street, London, W. 1), one of the outstanding libraries in the field of contemporary history with special stress on the Hitler period and the Jewish problem, has compiled and issued in a limited edition this indispensable instrument for scholars who want to make use of prosecution and defense documentary and testimonial evidence in the Nuremberg war crimes trials.

The *Catalogue* covers both the International Military Tribunal and the 12 cases of the so-called "subsequent proceedings." It will be supplemented by the following other devices for facilitating research in the Nuremberg documentation: (1) a table correlating document numbers and the document books in which they are contained; (2) a list of all documents published in the "Trials of War Criminals" series ("green volumes"), with volume and page references; and (3) a list of all Nuremberg documents dealing directly with the Jewish question. A name and subject index to a collection of about 4,500 interrogation summaries in the possession of the library can also be expected.

Tests at random have revealed a high degree of accuracy; errors in the lists of names are remarkably small. Lee J. Kahn, the responsible member of the library staff, and his assistants must be congratulated on their achievement.

FRITZ T. EPSTEIN

Bad Godesberg

DOCUMENTARY PUBLICATIONS

The Windsor Border Region, Canada's Southernmost Frontier; a Collection of Documents, ed. by Ernest J. Lajeunesse, C. S. B. (The Champlain Society, *Ontario Series*, IV; Toronto, University of Toronto Press, 1960. cxxix, 374 p., illus., appendixes. \$5.)

One of a series of volumes sponsored by the Ontario Government, this compilation contains documents relating to the settlement of the Canadian side of

the Detroit River in the eighteenth century. An introduction not only sets the stage but makes a contribution to the history of the region. It contains chapters relating to exploration, the founding of Detroit and the Huron Mission at L'Assomption, the settlement on the south shore, the pioneer settlers and their farms, government and law, religion and education, American loyalists and land boards, and the development of Sandwich and Amherstburg.

The documents that follow are drawn from French and British sources and are arranged chronologically in chapters corresponding to the introduction, to which they are keyed by symbols. Some of the documents are from local sources such as the notarial records of Detroit, the registers of Ste. Anne's Church of Detroit, and the registers and other records of the Huron Mission. Others are from French and British records and transcripts in the Public Archives of Canada, documents in the Department of Public Records and Archives of Ontario, the Archives of the Archbishopric of Quebec, and papers of officials and merchants. Documents in French and Latin from published sources are presented without change; others are translated literally by the compiler, who is a professor of French at Assumption University of Windsor. The collection includes correspondence, reports, instructions, censuses, land grants with lists, contracts with *voyageurs*, extracts from journals, diaries, church registers, and the account book of the Huron Mission.

The third part of the volume is composed of the original texts of French and Latin documents, lists of officials, genealogies, abstracts from Detroit notarial records, a summary of marriages recorded in the parish of Assumption, 1760-81, *marguilliers* of that parish, and lists of holders of farm lots in Essex County about 1794. A number of maps taken principally from archival sources, pictures, and sketches are worthwhile additions to the text. A brief bibliography and an unanalytical index complete the work.

The volume presents a skillfully chosen and well rounded collection of documents that is of great value for local history and genealogy. It demonstrates the need for rewriting the eighteenth-century history of the region. Since the officials of this area were at Detroit until 1796, many of the documents contain information on that town. A greater effort might have been made to select unpublished documents; those already in print could have been mentioned in footnotes to related documents. The annotations are largely limited to identifications of persons and places. It may be mentioned that two words on p. lxxxiii are usually rendered as Oswegatchie and Lunenberg. Other censuses of Detroit for 1760 and 1765 in the Library of Congress might have been included. In format and typography this volume is a fine product.

HENRY P. BEERS

National Archives

MANUALS

A Guide to the Care and Administration of Manuscripts, by Lucile Kane (*Bulletins of the American Association for State and Local History*, vol. 2, no. 11; Madison, 1960. P. 333-388, illus. \$1.25.)

Miss Kane, curator of manuscripts in the Minnesota Historical Society,

brings together a description of some of the routines of her institution, combined with a survey of accepted practices in manuscript care as they have been described in the literature of the past two decades.

In 6 units of from 4 to 14 pages each, the author gives both general and specific guidance in the handling of collections and single items from the time they are acquired until they are shelved for reader use. The recommended progression of processing routines may be seen in the chapter headings: "Establishing the First Controls," "Organizing the Collection," "Sorting," "Evaluation," "Preservation," and "Cataloging." Under each topic Miss Kane describes the basic administrative, processing, and cataloging controls that should be imposed on every collection. She gives practical suggestions on accessioning; determination of the catalogable unit; the arrangement of materials in complex collections; evaluation of material for retention or disposal; distribution of non-manuscript materials; cleaning, repairing, and housekeeping techniques; and the development of reference tools. The reporting requirements of the National Union Catalog of Manuscripts are set forth. There is a center spread of four pages of photographs of processing and preservation equipment. A bibliography of about a hundred titles (over half of which appeared in the 1950's) provides sources for further reading and study.

This *Guide* will be especially valuable as a source of workable routines for fledgling manuscript centers. While most depositories have met, in one way or another, the problems and solutions offered here, the manual offers standards by which existing routines in any historical manuscript agency can be evaluated.

CHARLES SHETLER

West Virginia University Library

A Guide to Efficient Filing [by a committee of records managers of Pennsylvania agencies]. ([Harrisburg, Pa.], Governor's Office of Administration, [1960]. 61 p., illus. Processed.)

This guide was prepared by a four-member committee from Pennsylvania State government agencies, representing skills in records management, administrative services, and management analysis. It was devised primarily for the use of State agency personnel concerned with records management and the supervision of filing work and secondarily for the use of file clerks themselves.

The guide covers the following topics: (1) the use of files and the scope of filing work; (2) planning and installing filing systems; (3) the advantages and disadvantages of centralized files; (4) filing equipment and supplies; (5) training file clerks; (6) preparing records for filing; (7) filing records; (8) aids to filing; (9) finding, issuing, and following up on records; and (10) retaining and disposing of records. The language used is simple, direct, and easy to understand. Suggestions on matters to be considered in selecting and installing a filing system are good, but more material in this area would be helpful. The ideas for on-the-job training of file clerks provide a commonsense approach.

The implied suggestion that the subject-numeric system be used for general files is in line with acceptable practices in the field. The sample subject-numeric

classification outline would be improved by the inclusion of a description of the records to be filed under each major subject. It would be improved also by an explanation that file material may be marked for filing by using abbreviations or symbols instead of written-out subject captions. Although the filing rules and practices recommended are generally good, a few are questionable—for instance, time-stamping every record received for filing, and separately typing cross-reference and tickler sheets pertaining to the same record. The illustrations are helpful in understanding the descriptive material, but more are needed.

A glossary adds greatly to the value of the guide.

FRENCH M. CLEVINGER, JR.

Office of Records Management
National Archives and Records Service

Plain Letters; the Secret of Successful Business Writing, by Mona Sheppard.
(New York, Simon and Schuster, 1960. xiii, 305 p. \$4.50.)

The *New Yorker* often includes in its pages a special department entitled "Letters We Didn't Finish Reading," which reprints the first few lines of business letters too uninteresting to be read to the end. The authors of such letters could learn much from Mona Sheppard's new book, *Plain Letters; the Secret of Successful Business Writing*, an expanded version of the excellent pamphlet she wrote for the U. S. Government in 1955. So, too, could all those who are faced with the flood of correspondence that pours into business and government offices every day of the year.

Miss Sheppard's approach to the handling of this correspondence is a practical one, based on her years of experience in business as a trouble-shooter whenever a jam of correspondence threatened the successful flow of business. She is not concerned with literary style or rhetoric. She is interested in seeing that letter writing is handled quickly, efficiently, and intelligently. She eliminates needless repetition of information already known by the correspondent and the use of meaningless jargon, which sets in motion a vicious circle of correspondence that could have been avoided if a simple, direct reply had been used. Her purpose is to save time and money by eliminating many of the useless habits practiced in business letter writing today.

To achieve her objective, Miss Sheppard has devised a simple formula—"The 4-S Formula" for Shortness, Simplicity, Strength, and Sincerity—by which business letters should be written. And she provides simple, easy-to-follow rules to make the formula work. It is not a new formula, but one that has been practiced by good writers through the ages and one that is emphasized, perhaps not so simply or directly, in many college composition courses. The strength of her formula lies not only in her use of it in her own writing of the book but also in her application of it to hundreds of illustrative examples of successful and unsuccessful business letters.

For the timid and uncertain user of the English language Miss Sheppard includes a section on grammar and punctuation that easily solves problems of usage, and there is a section that deals with the production and physical appearance of business letters.

Miss Sheppard's book is really a letter writer's guide, much like the handbooks and writer's guides used in college composition courses and the old secretary's handbooks, the bibles which good secretaries once consulted and worked by. If a letter writer follows Miss Sheppard's directions, he will write letters that the *New Yorker* will gladly read to the end.

GEORGE J. LOVE

American University

La fotoriproduzione dei documenti e il servizio microfilm negli Archivi di Stato italiani, di Elio Califano. (*Quaderni della Rassegna degli Archivi di Stato* 5. Roma, 1960. 80 p. 500 lire.)

The use of microfilm in Italy began during World War II and has progressed technically and organizationally within the State Archives. The Microphotographic Center of the State Archives at Rome, under the Ministry of the Interior, was founded in 1951 and was made a separate entity for budget purposes within the last two years. It has some 33 branches attached to the State Archives in other cities.

Sig. Califano lists the advantages of microfilm, including the benefit to scholars and the possibility of cross-reference arrangements. For Italy the possibility of completing series, parts of which have been moved from their original sites because of wars and dynastic changes, is an important advantage of microfilm. For example, after World War II, Italy had to give France certain records that had been kept at Turin for centuries. To fill the gaps, microfilm copies were retained. Likewise, Italy was obliged to give Yugoslavia the archives of the city of Gorizia. Yugoslavia, however, accepted microfilm copies; and the originals remained in Gorizia.

The author points out some of the disadvantages and limitations of microfilm but observes that no other media have been invented that would entirely eliminate them.

Considerable attention is given to the internal working of a microfilm unit and to the necessary correlation of the film record with the record in its original form. Careful preparation of the material to be photographed is emphasized. Sample forms used to control the flow of work and clarify the duties of personnel are reproduced for the reader's benefit.

GEORGE C. REEVES

U. S. Tariff Commission

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Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

DENMARK

Nordisk Arkivnyt (Nordic Archives News) has been published quarterly since 1956 by the Rigsarkiv (State Archives) in Copenhagen. Concerned specifically with local archival news in Denmark, Norway, Sweden, and Finland, each issue contains sections devoted to personalities, the Rigsarkiv, regional archives in Denmark, and foreign news. There are also sections for news from Norway, Sweden, and Finland. Usually there are feature articles on important archival matters and biographical sketches of noted archivists. News items concerning such matters as recent accessions, visits or trips by archivists, production reports, guides to records, and lists of local and foreign articles are included. There is an annual index of names and subjects.

Nordisk Arkivnyt, VOL. 5 (1960), NO. 1.

HOLMBERG, INGVAR, *Riksarkivets nybygge i Stockholm* (The new State Archives Building in Stockholm). P. 1-3.

Brief description of the new archives building (with a 6-tier stack area below street level) that is being erected for the Swedish State Archives in Stockholm, the problems connected with planning and construction, layout, forced air circulation, and the central fire sprinkler and fire-door controls. Designed by Aake Ahlström, the building is expected to be completed late in 1962.

Arkivvæsenet in Den tyske demokratiske Republik (The archival agencies in the German Democratic Republic). P. 10-11.

The problems met in organizing and staffing the various German archives from the end of World War II to 1959. Includes a diagram showing the relationship of the central offices in the Ministry of the Interior to the regional and local archival establishments.

Nordisk Arkivnyt, VOL. 5 (1960), NO. 2.

Sognerådsarkiver (Parish council archives). P. 13-15.

In Denmark much cultural history at the local level has been preserved in the archives of the parish councils, which were the supervising agencies for welfare and public education in the villages. The article traces the problems, history, and losses connected with record transfers and rural storage, and it reports recent progress to attain better record control and storage facilities.

Byhistoriske arkiver i Danmark 1960 (Village historical archives in Denmark in 1960). P. 28.

A listing of 23 village archives with addresses and names of directors.

Nordisk Arkivnyt, VOL. 5 (1960), NO. 3.

Stockholm byder velkommen—Den IV internationale arkivkongres (Stockholm welcomes the Fourth International Archives Congress). P. 29-34.

A summary of events and of the reports given by the delegates during the August 1960 meeting.

HVIDTFELDT, JOHAN, *Tyske militærarkiver* (German military archives). P. 42-44.

A brief account of the location, completeness, and arrangement of the military and ministerial records found and taken over by the Allied armies at the end of World War II and subsequently transferred to England and the United States. The author visited the National Archives and the British Admiralty from April to July 1960, in order to select for reproduction records of interest to Denmark.

Nordisk Arkivnyt, VOL. 5 (1960), NO. 4.

H., C. R., *Danske konsulatsarkiver* (Danish consular archives). P. 45-47.

In 1955 the Rigsarkiv began a program to accession available records of Danish consulates throughout the world. This program has doubled the number of consulates represented in the holdings. The article mentions the typical record types received and names the cities from which records were accessioned as well as those where the greatest losses occurred.

H. DONN HOOKER

National Archives

UNION OF SOVIET SOCIALIST REPUBLICS

Istoricheskii Arkhiv is a bimonthly periodical published by the Historical Institute of the Academy of Sciences of the U.S.S.R. in collaboration with the Institute for Marxism-Leninism of the Central Committee of the Communist Party and the Main Archives Administration, all in Moscow. It includes sections on documents (*dokumenty*) and diaries and memoirs (*dnevniki i vospominaniia*) as well as general articles (*stat'y*). There are supplementary sections of reports (*soobshcheniia*), archivist's notes (*zametki arkhivista*), critiques and bibliography (*kritika i bibliografiia*), and news (*khronika*). Only articles relating to archives are abstracted.

Istoricheskii Arkhiv, 1957, NO. 1.

BELOV, G. A., *Tretii mezhdunarodnyi kongress arkhivistov* (The Third International Congress of Archivists). P. 219-227.

The author, chief of the Main Archives Administration of the Ministry of Interior (GAU-MVD, Glavnoe arkhivnoe upravlenie Ministerstva vnutreshnykh del), was head of the Soviet delegation to the archival congress held in Florence in September 1956. The report briefly describes the proceedings; the acceptance of the Soviet Union, Bellerussia, and Ukraine into the International Council on Archives (Mezhdunarodnyi Sovet Arkhivistov); and the Soviet motion to invite Chinese archivists into the Council. In recognition of the hospitality of the Italian archivists the Soviet archivists gave their Italian colleagues an album of photostated documents from the Soviet archives related to Italy. Belov reports on meetings with archivists from the "socialist countries" and also with the members of the Italy-U.S.S.R. Society. The Russians also had a friendly meeting with the editor of *Archivum*, discussing various matters in relation to the congress, the activities of the periodical, and the archival organization in France. The author, though not critical of Italian archives and their organization, feels obliged to conclude that Soviet archival science, based on Lenin's decree, is still the best in the world, whether in the field of organization, in theory, or in practice. But he is much impressed by the technical equipment of Western archives, especially in the fields of microfilming and preservation, and he concludes that further relations are of the utmost necessity for the study of Western archival work and the infusion of its experience into Soviet archives.

KRAISKAIA, Z. V. *Tekhnicheskaia obrabotka i khranienie stolbtsov Pomestnogo prikaza* (Technical handling and preservation of the rolls of the Landed Gentry Office). P. 245-247.

The Central State Archives of Ancient Records (TsGADA-Tsentral'nyi gosudarstvennyi arkhiv drevnikh aktov) preserves various rolls of records. These (about 11 inches wide) were glued together into rolls reaching sometimes to the fantastic length of 100 meters. This kind of recordkeeping was most widely used during the seventeenth century. Most such rolls were later taken apart, but the records of the Landed Gentry Office remained in their original rolls until recent times. The problem of their separation was discussed in 1834 by I. Kh. Gamel. The Patrimonial Department, at that time in charge of the records, rejected Gamel's proposal to separate the records and to bind them in ledger or book form. The Department argued that the separation would make the reading of authentications and decisions impossible; the plot numbers or letters could be damaged by the separating process. These objections prevailed and the records were not taken apart but rather were glued together as necessary. More than a hundred years later, in 1950, the Archives began again to consider separation. Two methods were proposed, humidifying and ungluing, or cutting. In the case of the first the objections of the former Patrimonial Department again prevailed: it was feared that the use of solvents would damage the ink. The cutting method, which was adopted, was determined to be fully satisfactory and adequate. The cut records were arranged in folders or similar containers.

Nauchnaia zhizn arkhivov (Archives activities). P. 269-270.

From June 6 to 12, 1956, the Archives Administration of the R.S.F.S.R. conducted in Leningrad the first conference between archivists and representatives of scientific institutions of higher learning. There were 170 participants. The topics discussed dealt mainly with the use and dissemination of archival sources, the role of archives in the development of historical science, working methods, and publishing activities. The meeting resulted from the recommendations of the Twentieth Party Congress of 1956 for closer collaboration between archives and educational, economic, and planning organizations. A meeting of the same nature was held also in November 1956 in Rostov na Donu; this was attended by 119 archivists and others interested. On November 3, 1956, the Scientific Council of the Central State Archives of Military History in Moscow held a session. V. V. Maskakov reported on the congress at Florence, and other participants reported on various aspects of archival work, emphasizing the urgent need for technical improvements and microfilming services in the Soviet archives.

BOGOMIR CHOKEL

Library of Congress

YUGOSLAVIA

Arhivist, VOL. 8 (1959), NO. 1/2.

ŽIVKOVIĆ, DUŠAN, *Dokumenti za istoriju SKJ u jugoslovenskim arhivima* (Documents on the history of the Yugoslav Communist League in the Yugoslav archives). P. 8-18.

A review of various *fonds* containing references to Communist activities in Yugoslavia since the end of World War I. These references are of an occasional nature and do not represent complete record groups or *fonds*.

VIDMAR, J., *Informacija o gradji za historiju SKJ i radničkog pokreta u Državnom arhivu u Zagrebu* (Information for the history of the Yugoslav Communist League and the labor movement in the State Archives of Zagreb). P. 19-20.

The State Archives of Zagreb (Croatia) prepared for the 40th anniversary of the Yugoslav Communist Party a guide to the records related to Communist activities and

deposited in various judiciary and administrative *fonds* from 1919 to 1945. The guide on 158 typed pages surveys 19 *fonds*.

BEUC, IVAN, *Arhivska gradja pravosudnih arhivskih fondova Hrvatske o razvoju i djelovanju KPJ* (Archival material in judiciary *fonds* of Croatia on the development and activities of the Yugoslav Communist Party). P. 21-23.

A review of holdings of interest in the archives of Zagreb, Mitrovica, and some other minor depositories in Croatia. An amusing note states that "some inexperienced young Communists were sometimes careless and caught redhanded in illegal activities, as . . . Josip Broz [Tito]."

JAČIMOVIĆ, OLGA, *Zvanična korespondencija u Srbiji posle drugog ustanka* (Official correspondence in Serbia after the Second Revolt). P. 24-31, abs. in French.

Basically, three types of correspondence resulted from the provisions of the Law on Official Correspondence of 1835: the so-called *predpisanije* (decrees, written by upper to lower officials), *otnošenije* (correspondence between officials of the same rank), and *raport* (reports to superiors). Each had a prescribed form of address, use of official titles, signature, and composition. The language used in these records is not the colloquial Serbian but the classic church-Slavic, slightly adapted for secular use.

KARAMAN, IGOR, *Arhivi hrvatsko-slavonskih županija u XVIII. vijeku* (The archives of the Croat-Slavonian zhupanies in the eighteenth century). P. 33-45, abs. in French.

An interesting study of tribal administrative units and a contribution to the history of archival management in Croatia and its province of Slavonia, revealing a good archival tradition in arrangement, classification, and retention of records.

MUČALICA, OLGA, *Zaostavština Mitropolita Mihaila u Državnom arhivu NR Srbije u Beogradu* (The papers of Metropolitan Michail in the State Archives of Serbia in Belgrade). P. 47-59, abs. in French.

A short historical sketch of the origins of the papers with an arrangement scheme of six series or classes.

BLAZNIK, PAVLE, *O zbirki mikrofilmov v škofjeloškem muzeju* (The microfilm collection in the museum of Škofja Loka). P. 61-65.

The Slovenian national territory was never politically or administratively united. After both World Wars many records remained in administrative centers outside of Slovenia. Many other records are scattered in religious centers, which, although not in Slovenia, had jurisdiction over parts of Slovenian territory. Such is the case of the diocese of Freising (Bavaria), which possessed the domain of Škofja Loka for almost a thousand years (973-1803). Research in the Bavarian archives enriched the museum of Škofja Loka by almost 3,000 microframes of valuable historical records. These are being converted into photoprints.

Izveštaji i vesti (Reports and News)

F. B. reports on the work of the Main Archives Council (*Rad glavnog arhivskog saveta*, p. 66-67), which met between May and October 1958 at three regular sessions. The main topics discussed were the preparation of new rules on record retention and discard, plans for the enlargement of the archival network, and the draft of a new law on archives. ¶ F. B. also reports on the third meeting of the executive committee of the League of Yugoslav Archivists (*Treći sastanak Izvršnog odbora Saveza društava arhivskih radnika FNRJ*, p. 67-68), held in October 1958 in Belgrade. ¶ Franjo Biljan reports on the work of the Commission of the Secretariat for Education and Culture of the Federal Executive Council, charged with the preparation of the new rules on record retention and discarding (*Komisija Sekretarijata za prosvetu i kulturu Saveznog izvrš-*

nog veća za izradu uputstva o izdvajanju i uništavanju pisane gradje završila rad, p. 68-73). The Commission followed the rule that "the selection and discard of written records with no significance for scholarship or administrative operations is compulsory and must be done according to prescribed rules. Discard can be accomplished only from arranged records and for each *fonds* separately; single subjects cannot be broken because of partial discard unless the selection and discard have been done in an archival establishment." As a rule, only records originating after 1850 can be subject to selection and discard. Some records of the period 1800-1850 may come under this rule, but only by special authorization. Independent judgment is allowed for selection and discard of records created before January 1, 1958. Records created afterward are strictly subject to disposal schedules for 1-, 5-, 10-, 20-, or 50-year retention periods. There are no established practices or precedents for the new rules. There are some 104,000 linear meters of records deposited in archival establishments; 103,000 linear meters could not be accepted because of lack of space. To accomplish the work of selection, arrangement, and preservation there is a force of 319 employees divided into the following categories: 5 chief archivists, 133 archivists (professional status), 148 archives assistants, and 35 stack employees. ¶F. B. further reports on the new law on archives (*Rad na novom zakonu o arhivima*, p. 73) and on a meeting between the chief archivists of state and federal archives (*Sastanak direktora republičkih i saveznog arhiva*, p. 74-75) concerning the establishment of an interarchives information service. ¶M. Milovanović reports on the third general assembly of the Society of Serbian Archivists (*Treća skupština društva arhivskih radnika NR Srbije*, p. 76-78), held in Belgrade in December 1958. ¶O. J. reports on the seminar for archives administrators in Serbia (*Seminar za upravnike arhiva u NR Srbije*, p. 78-80) to better relationships between the registries and the archival establishments. ¶V. Vitomir Stojaković reviews the results of "Archives Sunday" (*Nedelja arhiva*), an annual event aimed toward a better knowledge, popularization, and appreciation of the archival heritage (*Osvrt na "Nedelju arhiva" 1958 god.*, p. 81-84). ¶J. Vidmar reports on the participation of Croat archivists and archives in the celebrations of the 40th anniversary of the Yugoslav Communist party (*Učešće društva arhivskih radnika Hrvatske i arhivskih ustanova u proslavi četrdesetgodišnjice KPJ i SKOJ-a*, p. 85), and Kasim Isović reports on the same activities for the Republic of Bosnia and Herzegovina (p. 86-87). ¶T. Krstonošić reviews the exhibit of the Vojvodina archives on "Agriculture and Agricultural Cooperation of Vojvodina in the Past and Present" (p. 87-89); and Franjo Biljan reports on a congress of Polish archivists held December 12-15, 1958 (with participating guests from Bulgaria, Czechoslovakia, Denmark, Italy, Yugoslavia, Hungary, East Germany, the U. S. S. R., and Sweden), to celebrate the 150th anniversary of the establishment of the Central State Archives of Ancient Records, as they are called now.

Prikazi i kritike (Reviews and critiques). P. 92-137.

Abstracts of archival periodicals from Eastern and Western Europe and of the *American Archivist*, vol. 21, no. 2 (Apr. 1958).

Bibliografija

A. Lj. Lisac supplements his previously published bibliography of Yugoslav archival and historical literature with some retrospective material published before 1945 (p. 138-161).

Library of Congress

BOGOMIR CHOKEL

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL ANNOUNCEMENTS

Annual Meeting — 25th Anniversary

The 25th annual meeting of the Society will be held in Kansas City and Independence, Mo., Thursday through Saturday, October 5-7. The Continental Hotel at Kansas City will be headquarters for the sessions on October 5-6; those on October 7 will be held chiefly in the Harry S. Truman Library at Independence. The annual dinner, presidential address, and business meeting are scheduled for Friday evening, October 6. The program will include workshops, panel discussions, and papers designed to appeal to the varying professional interests of the membership. His busy schedule permitting, President Truman will meet briefly with the Society.

Topics tentatively scheduled for the several sessions include the establishment and management of records retention programs; the impact of modern systems of information storage and retrieval on records management and archives administration; records description in archival depositories (a practical demonstration); planning and administration of county record programs; archival exhibit equipment, planning, and techniques; research materials and facilities for the study of history in the Kansas City area; and Presidential libraries. The 25th anniversary of the establishment of the Society will be appropriately observed.

The membership will be furnished with detailed program information and a listing of participants as far in advance of the meeting as possible.

Alienation of Cultural Papers

A resolution on this subject was adopted by the Commission on History of the Pan American Institute of Geography and History in January 1959. Its endorsement by the Society has been proposed by T. R. Schellenberg, on behalf of the Society's Committee on International Relations; and Council action of October 6, 1959, confirmed by the Council on April 10, 1961, ordered that the resolution be presented to the membership for consideration at the Society's annual business meeting, October 6, 1961, at Kansas City. The text of the resolution was printed in the *American Archivist*, 23: 214 (Apr. 1960).

Memorial to James Harold Easterby

At the request of friends of the late Dr. Easterby, the president of the Society has appointed a committee to collect funds for a suitable memorial to him. Those who wish to contribute should send their contributions to the committee

chairman, L. H. Butterfield, Massachusetts Historical Society, 1154 Boylston St., Boston 15, Mass. Such contributions are of course deductible for income-tax purposes. All checks should be made payable to the "Society of American Archivists, Easterby Memorial Fund."

NEW MEMBERS

INDIVIDUAL: Ernesto Alvarado García, Tegucigalpa, Honduras; Wilfred S. Langone, Palo Alto, Calif.; Vernon Nelson, Bethlehem, Pa.; Ralph Sanborn, Hampton Falls, N. H.; Carolyn S. Sharman, Arlington, Va.; John I. Shotwell, Jr., Seattle, Wash.; Juliette Tomlinson, Springfield, Mass.; W. H. Whiteley, Ottawa, Canada. INSTITUTIONAL: Division of State Archives and Public Records, Denver, Colo.

DEATHS OF MEMBERS

SIR HILARY JENKINSON, president of the Society of Archivists in Great Britain and former Deputy Keeper of the Public Records; on March 5, 1961, at the age of 78. An obituary appears elsewhere in this issue.

OTHER PROFESSIONAL ASSOCIATIONS

National Microfilm Association

The tenth annual convention, held April 4-6 in Chicago, had several papers of interest to S.A.A. members. John T. Caton, Illinois State Records Advisor, spoke on "The Place for Microfilm in Records Management." Verner W. Clapp, Council on Library Resources, Inc., presided at the session on library-archival application of microforms; speakers included Richard W. Hale, Archivist of Massachusetts, and George A. Schwegmann of the Library of Congress. Paul W. Howerton, Central Intelligence Agency, spoke on "A Microfilm Unit Record System; a Case Study." Over 1,900 attended the convention and elected Carl E. Nelson, Bell Telephone Laboratories, New York, president. Copies of the *Proceedings* may be purchased from the executive secretary, Vernon Tate, P. O. Box 386, Annapolis, Md.

Association of Records Executives and Administrators, Inc.

Mayor Robert F. Wagner, keynote speaker at the fourth annual conference of the association in New York City on May 1, discussed records management in city government. S.A.A. members who participated in the conference and the subjects they discussed included Edward N. Johnson ("Programing for Vital Records Protection"), William Benedon ("Retention of Government Contracts"), Vincent Nunziato ("Establishing and Operating Records Centers"), James E. Barrett ("Retention of 'Corporate Records'"), Henry E. Edmonds ("Historical Records and Company Archives"), Milton Reitzfeld ("Correspondence Management"), Charles E. Hughes ("State and Municipal Records"), Donald S. Rice ("Controlling the Reporting Function"), Robert A. Shiff ("Miniaturization—the Use of Microphotography in Records Management"), and Emmett J. Leahy ("Blue Sky—the Future of the Paper Record"). John W. Porter and William L. Rofes served as chairman and co-chairman, respectively.

Manuscript Society

David C. Mearns, Chief of the Manuscript Division, Library of Congress, was reelected president of the society at its 14th annual meeting, in Richmond, Va., April 27-30. Among the papers presented during the conference was one by B. Floyd Flickinger, professor of history at the University of Maryland and other institutions, on the value of preserving county records as exemplified by his researches into the life and times of Daniel Morgan, Revolutionary War leader.

American Association for State and Local History

The 1961 annual meeting will be held in San Francisco, August 30-September 1. H. J. Swinney, Director, Idaho Historical Society, and Tom Vaughan, Director, Oregon Historical Society, are program cochairmen.

Forest History Society

The third regional conference sponsored by the Forest History Society and leading archives and libraries throughout the United States and Canada was held on June 9 at the Minnesota Historical Society, St. Paul. Theodore C. Blegen served as moderator of the panel discussion on the importance of forest history sources to the forester and natural scientist, the historian and social scientist, and the professional writer. What materials should be saved by forest-related organizations to assure the accurate recording of their history was emphasized in the exhibits, with "resource" specialists on hand to answer questions. Requests for information regarding similar conferences in other parts of the country should be directed to Elwood R. Maunder, director, Forest History Society, 2706 West Seventh Blvd., St. Paul, Minn.

American Records Management Association

This year's national conference will be held in Los Angeles, October 9-10. General sessions will cover information retrieval, new developments in processing and storing records, information preservation from the civil defense and business point of view, and integrated records management concepts and techniques. Seminars will cover specialties and techniques such as forms and reports management, correspondence management, records center operations, and records filing systems. Charles Macbeth will be conference chairman.

The association was formed in 1956 "to promote a scientific interest in records management; to enlarge the views and scope of service of those interested in records management; to provide a source of records management information; to coordinate research; to develop and promulgate standards for those engaged in the records management field." It publishes *Records Review*, a quarterly now in its second year, and holds annually in October, in the home city of the current president, a national conference. William Benedon (Lockheed Aircraft Corp., P. O. Box 551, Burbank, Calif.), is 1960-61 president. Other officers are George M. Derry (Richfield Oil Corp., 555 South Flower St., Los Angeles 17, Calif.), executive secretary; Dale S. Kuebler (Photo Devices, Inc., 2338 Dime Bldg., Detroit 26, Mich.), executive vice president; Donald A. Schauer

(Office Methods and Procedures, Milwaukee County Court House, Milwaukee 3, Wis.), secretary; and W. H. Topham (Pacific Telephone & Telegraph Co., 140 New Montgomery St., San Francisco 5, Calif.), treasurer. There are now 13 chapters, a list of which, with their presidents, follows:

Bay Area (San Francisco). Donald L. Chesbro, Standard Oil Co. of Calif., 225 Bush St., San Francisco 20, Calif.

Boston. James E. Barrett, Raytheon Co., Waltham 54, Mass.

Central Ohio. Thornton W. Mitchell, Dept. of Mental Hygiene & Corrections, Columbus 16, Ohio.

Chicago. Doris Hughes, Remington Rand Division, 444 N. Michigan Ave., Chicago 5.

Cleveland. Ruth Yarris, Illuminating Co., 55 Public Square, Cleveland 1, Ohio.

Detroit. John D. McEwen, Board of Wayne County Auditors, 1236 City-County Bldg., Detroit 26, Mich.

Milwaukee. Donald A. Schauer, Budget Management Analysis Dept., Milwaukee County, Court House, Milwaukee 3, Wis.

Minneapolis. A. Lenore Leegard, Remington Rand Division, 3300 University Ave., Minneapolis 14, Minn.

New Jersey. Joseph L. Kish, Lockheed Electronics Co., Plainfield, N. J.

New York. Ann R. Frank, Anaconda Co., 25 Broadway, New York 4, N.Y.

Omaha. Robert E. Runice, Northwestern Bell Telephone Co., 100 South 19th St., Omaha 2, Nebr.

Sacramento. Robert Woodall, State Department of Finance, 3200 Perryman Way, Sacramento, Calif.

Southern California. Eugene R. Hawkins, Walt Disney Productions, 500 South Buena Vista St., Burbank, Calif.

American Military Institute

The institute is planning a two-day seminar on the Civil War to be given in Washington, November 3-4. Morning and afternoon sessions and a dinner session on November 3 will be devoted to naval topics, and two sessions on November 4 will present special topics such as logistics, communications, the service of chaplains, espionage, and medicine and surgery. Ken Munden, editor of the *American Archivist*, is program chairman for the meeting; Major Munden's committee includes Patricia Fox, assistant editor of the *American Historical Review*, and Nicholas Anthony of the Association of the United States Army. Among the addresses scheduled are one by Rear Adm. John D. Hayes, based on his findings in examining the DuPont papers, one by Rear Adm. Bern Anderson on naval war strategy, and one by Lt. Col. Sherrod East on the logistics of the Union army. ¶Victor Gondos, Jr., and Mrs. Gondos were honored guests at a testimonial dinner given by the institute on May 20 in Washington to commemorate Captain Gondos' completion of ten years of service to the institute as editor of *Military Affairs*. He is well known to our readers also as archivist in charge of the Civil War Branch of the War Records Division, National Archives, and as chairman of the S.A.A. Committee on Archival Buildings and Equipment.

GRANTS AND AWARDS

The Council on Library Resources, Inc., has announced a \$25,000 grant to the National Bureau of Standards for a nine-month survey of the present status of mechanized information selection and facsimile retrieval systems. ¶Bell and

Howell Co., Chicago, has received a \$177,000 research and development contract from the council for the development, manufacture, and field evaluation of a rapid reproduction microimage system for copying pages of books, periodicals, or other reference materials. ¶ Under a \$31,755 contract awarded by the council, Intectron, Inc., of Newton Lower Falls, Mass., has undertaken a 15-month investigation of factors affecting high-reduction microphotography. This is expected to provide a better understanding of high-resolution microphotographic processes as applied in information storage and retrieval systems and to result in the development of working rules of use to documentary photographic laboratories. ¶ The American Council of Learned Societies has announced grants-in-aid to George Hendrick, Amerika-Institut, J. W. Goethe University, Germany, for a checklist of American literary manuscripts in Continental libraries; to Cecil Y. Lang, Syracuse University, for an edition of Tennyson's letters; to John F. McDermott, Washington University, for a study of pictorial reporting of the American West; and to Robert W. Stallman, University of Connecticut, for "Stephen Crane; Sketches and War Dispatches."

TECHNICAL NEWS

Diebold, Inc., has a new automatic filing system—"open shelf power files," an electric floor-to-ceiling unit that works like a Ferris wheel. A series of shelves (12, 14, or 16) rotates in upright position in an enclosed cabinet, which occupies 1.9 feet of floor space. The push of a button brings the wanted shelf to an opening at a convenient height. ¶ A new method of laminating with plastic film on Thermo-Fax copying machines has been announced by Minnesota Mining and Manufacturing Co. The process extends the versatility of existing copying machines made by the firm and requires no special equipment or adjustments. It is reported that when documents between plastic sheets are inserted in the copying machine they emerge a few seconds later completely bonded with a tough, transparent seal that resists moisture, liquids, grease, and smudges. The average cost of laminating a letter-size document on both sides is said to range from 9¢ to 12¢, depending on quantities purchased, and requires less than a minute. ¶ Staples and paperclips, even stainless steel ones, may become obsolete if the "paper welder" catches on in the paperwork management world. According to the manufacturer, a press of the handle will weld up to six sheets of 16# paper and in some cases more. Dies press the sheets together, creating an interlocking corrugation that holds the paper. The paper can be separated without mutilation by pressing the thumbnail or a smooth object over the corrugations. The new paper fastener is available from Paper Welder, Inc., Medina, New York, at \$13.95. ¶ Olney W. Hill, Public Records Director for Vermont, calls to our attention the fact that recently the records of the town clerk and treasurer of Burke were endangered by a fire caused by the use of a nylon dust mop near an electrical outlet. ¶ The Scientific Data-Processing Centre (C. E. T. I. S.) in the Automatic Documentation Section of the European Atomic Energy Community (Euratom) intends to compile all available data on existing documentation systems.

EUROPEAN MANUSCRIPT SOURCES FOR AMERICAN HISTORY

A grant from the Council on Library Resources, Inc., enabled a group representing editorial projects and national and State institutions and organizations to meet at the Library of Congress on April 7 to discuss photocopying of European manuscript sources for American history. The copying projects being carried on by the Library of Congress, the National Library of Canada, the Virginia Colonial Records Project, and the New Jersey Tercentenary Commission were outlined. It was recommended that the Librarian of Congress appoint a committee to draft a plan for a central agency, under the administration of the Library of Congress, by which exchange of information and acquisition of photocopies should be effected. The final statement proposed

a central agency which, in cooperation with other national and international agencies, should exercise a broad continental leadership in making accessible to scholars the manuscript sources in archives and collections abroad for historical scholarship; that such an agency should procure and disseminate information regarding copying projects already completed, in progress, and in prospect; [that it] should coordinate and encourage cooperation among local and regional projects to prevent duplication of effort, should seek to determine priorities of needs among scholars, and should itself take the lead in further exploring and copying, by the best means available, finding aids and relevant sources in archives and libraries abroad.

RESEARCH NEEDS

James Bolner is interested in finding materials relating to the contribution of the late Chief Justice Fred M. Vinson to U. S. constitutional law and political thought and would be grateful to hear from persons or institutions having such materials. He may be addressed at 27 Copeley Hill, Charlottesville, Va. Donald Smythe, S. J., Georgetown University, Washington 7, D. C., is writing a biography of Gen. John J. Pershing and is interested in hearing from anyone who has letters, anecdotes, reminiscences, or other information about Pershing.

ACADEMIC INSTRUCTION

George Washington University

Students of the Civil War who live in the Washington area have had recently the benefit of an extraordinary experiment in instruction through the medium of TV. The course, entitled "The Civil War—the Record and Interpretation," was presented by the George Washington University in cooperation with WTOP-TV under the supervision of Charles William Cole of the university's English department and with the advice of Robert H. Walker, associate professor of American literature. The instructor was Robert H. Land, Chief, General Reference and Bibliography Division, Library of Congress, and the coordinator for the university was Lillian Brown.

The course consisted of 45 half-hour sessions offered thrice weekly at 6:30 a.m. It was exceptionally significant because it fulfilled its objective "to explore

the resources we have on the Civil War and to examine the interpretations that these records have been given." Among more than a score of guest experts, those speaking or interviewed on subjects of special interest to readers of the *American Archivist* included David C. Mearns (the Lincoln papers), Joseph C. Vance (the papers of Douglas Southall Freeman), Ken Munden (archival sources), Daniel J. Reed (the National Union Catalog of Manuscript Collections), Fred Shelley (indexing the presidential papers), Bell I. Wiley (sources on the common soldier), Leonard Faber (applicability of the work of the National Historical Publications Commission), David S. Sparks (diaries, journals, and memoirs), and Milton Kaplan and Donald H. Mugridge (pictorial materials). Other lecturers, although discussing primarily published materials on such subjects as slavery, diplomacy, naval warfare, music, literature, and public administration—all directly relating to the Civil War—in almost every instance covered archival or manuscript materials.

The failure of those responsible for the course to provide for its permanent preservation on tape is regrettable, for Mr. Land succeeded in making as full an exploration of the potential sources for the study of the Civil War as would appear possible at this time or in the future. His own record of the course, if supplemented by the scripts of those participating, would in some measure cover this deficiency.

University of Denver

Since 1952 courses in archival administration and methodology have been given under a cooperative program between the university and the Colorado State Archives, with State Archivist Dolores C. Renze as lecturing professor. Spring quarter students are preparing preliminary inventories of the records of the Colorado Railroad Commission, 1874-1914.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Early records of the District of Columbia, 1800-1878, are among recent accessions and are the first records of the District to be received. They consist largely of assessment records and certain fiscal records of the city of Georgetown, Washington City, the District or Territory of Columbia, and Washington County. Other accessions include records of the Lincoln Sesquicentennial Commission, 1957-60, and records of the Rural Electrification Administration, 1935-54, documenting much of the early development and recent expansion of the Government's part in financing and constructing rural electric and telephone systems. ¶ Among sound recordings received are Voice of America programs entitled "Horizons in Science," March 1960-March 1961; network broadcasts of the series "Eyewitness to History," reviewing outstanding events of 1960, and of the series "The National Purpose," 1960, giving the views of several prominent persons; and broadcasts of the Democratic and Republican Conventions, July 1960, of President Eisenhower's speeches, May 1960-January 1961, of President Kennedy's speeches, January-March 1961, and of the 1961 Presidential inauguration.

The 100th anniversary of the firing on Fort Sumter was marked by the opening of an extensive Civil War Centennial Exhibit on April 12. The exhibit contains nearly 350 documents, maps, photographs, sketches, and works of art that provide a panoramic sweep of the four years of Civil War from the firing on Fort Sumter early in the morning of April 12, 1861, to the raising of the same United States flag once again over the fort on April 14, 1865. Many of the important campaigns and battles are documented by reports, telegrams, maps, and photographs. There are also special sections of the exhibit devoted to Civil War technology—the ironclad monitor, rockets and breech-loading firearms, torpedoes, the submarine, and the balloon. Among the many other subjects treated in the exhibit are medicine and surgery, nursing, intelligence and spying activities, and recruiting and the draft. More than 20 watercolors by William McIlvaine, Jr., and Herbert E. Valentine, two Union soldiers who sketched camp life as they saw it, are on display, as well as a number of colored lithographs and posters.

The National Archives has issued a 1961 edition of its *List of Microfilm Publications*, listing 12,626 rolls. It has also published Preliminary Inventory no. 133, *Records of the Bureau of Ships*, compiled by Elizabeth Bethel, Ellmore A. Champie, Mabel E. Deutrich, Robert W. Krauskopf, and Mark N. Schatz. ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published the following guides to German records microfilmed at Alexandria, Virginia: no. 21, *Records of the Deutsches Ausland-Institut, Stuttgart, Part II: The General Records*; no. 22, *Records of the Reich Ministry for Public Enlightenment and Propaganda*; no. 23, *Records of Private Austrian, Dutch, and German Enterprises, 1917-1946*; no. 24, *Records of Headquarters of the German Air Force High Command*; and no. 25, *German Air Force Records: Luftgaukommandos, Flak, Deutsche Luftwaffenmission in Rumänien*. ¶ Among microfilm publications recently completed by the National Archives are Records of the Department of State Relating to Political Relations Between China and Other States, 1910-29 (36 rolls), Between the United States and India, 1910-29 (1 roll), Between India and Other States, 1910-29 (1 roll), and Between Russia and the Soviet Union and Other States, 1910-29 (20 rolls); and Records of the Department of State Relating to Internal Affairs of India, 1910-29 (26 rolls). Also completed are microfilm publications of the Certificates of Ratification of the Constitution and the Bill of Rights, Including Related Correspondence and Rejections of Proposed Amendments, 1787-92 (1 roll); the Enrolled Original Acts and Resolutions of the Congress of the United States, 1789-1823 (17 rolls); State Department Territorial Papers, Arizona, 1864-72; a Supplemental Index to Passenger Lists of Vessels Arriving at Atlantic and Gulf Coast Ports (Excluding New York), 1820-74 (188 rolls); and Compiled Service Records of Confederate Soldiers Who Served in Organizations From the States of Kentucky (136 rolls), Maryland (22 rolls), and Missouri (193 rolls). ¶ Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Franklin D. Roosevelt Library

The Library has been given the papers of the late Lowell Mellett for the years 1939-44, when Mr. Mellett was Director of the Office of Government Reports and Administrative Assistant to the President. The papers, comprising about 22,000 pages of correspondence, are open for research use.

Harry S. Truman Library

Among recent additions to the manuscript collections of the Library are papers of Nathaniel P. Davis relating to his diplomatic service in the Philippines, Costa Rica, and Hungary and including a diary kept while he was interned in Manila during World War II; and papers of Edwin A. Locke, Jr., relating to his service as Special Assistant to the President and Special Representative in China and the Near East. These records will be available to researchers as soon as they have been processed by the Library staff. Microfilm copies of the papers of John Tyler, Franklin Pierce, and Andrew Johnson have been received from the Library of Congress. ¶ More than a hundred permits to use materials in the Library have been issued since the research room was opened in May 1959, the great majority to professors and graduate students working on substantial research projects. Four books have been published based in part on research done at the Library. ¶ The fourth annual meeting of the Board of Directors of the Harry S. Truman Library Institute for National and International Affairs was held on April 15. Wayne C. Grover, Archivist of the United States, announced that the Library would shortly undertake an oral history program covering the Truman period, financed partly from the museum income account of the Library and partly from private donations. The Board renewed the authorization for grants-in-aid to scholars up to \$1,000 for each grant and up to a gross amount of \$10,000 in a year. Eleven such grants had been issued since the previous annual meeting of the Board. The officers of the Board were reelected: Harry S. Truman, honorary president, Elmer Ellis, president, David D. Lloyd, vice president, Philip C. Brooks, secretary, and Tom L. Evans, treasurer. ¶ The mural "Independence and the Opening of the West," by Thomas Hart Benton, was dedicated in a ceremony on April 15. The main address was given by Chief Justice Warren. Other speakers were Mr. Truman, David D. Lloyd, Eugene Savage of the National Academy of Design, and Wayne C. Grover. The mural is in the lobby of the Library building.

Office of the Federal Register

The eighth and final Eisenhower volume of the *Public Papers of the Presidents of the United States*, covering the year 1960, has been published. ¶ The first volume for the Truman administration, scheduled for publication in October, will cover the period April 12 through December 31, 1945. Volumes for the years 1946-52 will be published from time to time. Transcripts of Presidential news conferences for the Truman administration will be made public for the first time in these volumes, which will include also papers that have previously been made public, such as messages to Congress, formal addresses and informal

remarks, messages to heads of state, and other letters and statements by the President. All volumes in the series may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

Office of Records Management

NARS Region 2 has just completed putting the plain letters workshop on a kinescope film for the Army Signal School at Fort Monmouth, N. J. The kinescope consists of four three-minute reels, for which Larry Carnevale did the speaking. The Signal Corps intends to use the film to stimulate Army interest in the workshop.

LIBRARY OF CONGRESS

General News

The 1960 annual report of the Librarian of Congress shows that the Library has 16,531,145 manuscripts; 3,024,890 photographic negatives, prints, and slides; 2,563,362 maps and views; 126,756 reels of motion pictures; 190,533 reels and strips of microfilm, including microfilm of newspapers; and 109,376 phonograph records other than those used to serve the blind. ¶ Lloyd Allen Dunlap, consultant on Civil War history, has been appointed administrative editor of the permanent committee for the Oliver Wendell Holmes Devise, the major project of which is a definitive history of the Supreme Court of the United States to be published in eight volumes beginning about 1963 (see *American Archivist*, 21:228). He succeeds Joseph P. Blickensderfer, who was executive officer and administrative editor from January 1, 1957, until his death on October 5, 1960. ¶ The Library has published *Civil War Photographs, 1861-1865; a Catalog of Copy Negatives Made from Originals Selected from the Mathew B. Brady Collection in the Prints and Photographs Division of the Library of Congress*, compiled by Hirst D. Milhollen and Donald H. Mugridge. This is for sale by the Photoduplication Service at 75¢ a copy.

Manuscript Division

Philip C. Jessup, diplomat, educator, jurist, and now member of the International Court of Justice, has presented his personal papers, 1920-56, to the Library of Congress. Their use is subject to restrictions. Valuable for the study of international law and diplomacy, the collection consists of some 53,000 items and reflects Mr. Jessup's career as a member of the faculty of Columbia University and his contributions to the work of the Institute of Pacific Relations, the Naval School of Military Government and Administration, UNRRA, and the United Nations. ¶ Additions to the manuscript collection of the Naval Historical Foundation include about 4,000 papers of Rear Adm. John L. Callan (1886-1958), who trained and organized Navy air personnel stationed in France, England, and Italy during World War I; and a supplement of approximately 5,000 pieces to the papers of Capt. Washington Irving Chambers (1856-1934), composed largely of correspondence between 1911 and 1914, when Captain Chambers, under the Bureau of Navigation, was in charge of

the development of aviation. ¶ Approximately 25,000 papers of Theodore Roosevelt, Jr., have been received from his children and added to a small first installment of Roosevelt papers reported by the Library two years ago. These touch on many phases of General Roosevelt's diversified career—his military service, political activities, field-museum expeditions to Asia, and service as Governor of Puerto Rico (1929-32) and Governor General of the Philippines (1932-33). The group also includes papers of Mrs. Roosevelt. ¶ The Library has acquired, by exchange, microfilm copies of documents relating to the scientific expeditions of Vitus Bering (1681-1741), from original manuscripts among the marine and navy records in Leningrad. The nine reels (about 1,800 frames) reproduce a few documents concerning the first expedition to the Sea of Kamchatka, but most of the material centers on the second expedition, 1733-41. This includes manuscripts about Bering's arrival at Okhotsk; the laying of the keels and the launching of the packet boats *St. Peter* and *St. Paul*; reports by Bering and Chirikov to the Admiralty; and logs kept by participants in the expedition. ¶ Purchases from the James B. Wilbur fund for the acquisition of reproductions of manuscripts relating to American history in European repositories include microfilm copies of 46 additional volumes of Audit Office records relating to claims filed by American loyalists; 47 additional volumes of Colonial Office records pertaining to the colony of Georgia; 16 volumes of Foreign Office records containing notes exchanged from 1861 to 1868 by Lord John Russell, British foreign secretary, and Charles Francis Adams, American minister; and 64 volumes of material relating to the slave trade, also in files of the Foreign Office. ¶ The May 1961 issue of the *Quarterly Journal of Current Acquisitions* contains a comprehensive report on materials added to the holdings of the Manuscript Division during 1960.

OTHER FEDERAL NEWS

Congress

The Senate Committee on Government Operations has issued (as 87th Cong., 1st sess., *S. Doc.* 15) an *Addendum to Documentation, Indexing, and Retrieval of Scientific Information* . . . (86th Cong., 2d sess., *S. Doc.* 113), which was reviewed in our January issue by Vernon B. Santen. The *Addendum* may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., for 15¢. Mr. Santen's review was reproduced in 87th Cong., 1st sess., *S. Rept.* 63, to support a recommendation of the Committee on Rules and Administration for the printing of additional copies of this study.

Department of State

The Department has fully approved the recommended project for the development of a uniform file system for the Department and the Foreign Service. This project resulted from a feasibility study conducted by the Department's records management staff, with consultative assistance from Terry Beach, National Archives and Records Service. The system, now in development, will

be adaptable to both departmental offices and Foreign Service posts. After the system is fully developed and tested, its installation and the training of files personnel will be an extensive task.

Veterans Administration

Efforts were made in 1960 to reduce the volume of records and to improve the records system. The authorized disposal of 59,000 feet of records, the retirement of 49,000 feet, a stepped-up program in the appraisal of medical records, and increased emphasis on scheduling records for disposal resulted in a slight decline in records holdings—to about 1,150,000 feet. The records system has been improved by decentralizing nearly 800,000 death claims to 67 regional offices and identifying other vital and indispensable records to be secured against local or national disaster. Emphasis on better letters and fewer and better forms continued. Efforts to improve office methods and systems through continued automation, tests of facsimile equipment for transmittal of paperwork between offices, further use of remote-control dictating systems, and work simplification training and selfappraisal through surveys, studies, inquiries, investigations, and audits have resulted in better service, better working conditions, and better patient care. ¶ Recent issues of *Systems Management* (Oct. 1960; Jan. 1961) contain articles on the elimination of manual records in the handling of insurance accounts by the Department of Insurance.

Department of the Air Force

Hermine M. Baumhofer of the U. S. Air Force Motion Picture Film Depository at Dayton assures us in a recent letter that the depository is "getting bigger and better." Our readers will recall Mrs. Baumhofer's several articles on the management of film records and picture collections. The depository's holdings now comprise the Wright Field collection, 1920-49; motion pictures about aviation in World War I; a comprehensive coverage of U. S. Army Air Forces in all theaters in World War II; films made during the Korean campaign; films documenting research and development in military aviation from 1950; a collection of "general Air Force documentary photography" from 1950; and training films from 1949.

STATE AND LOCAL NEWS

California

William Benedon, corporate records management advisor, Lockheed Aircraft Corp., Burbank, in an article ("The Role of Records Management") in *Systems Management* (Apr. 1961), points to the need for cooperation between the systems analyst and the records manager. The basic purpose of the records management program at Lockheed, as set forth in a management policy statement sent us by Mr. Benedon, is "to assure proper controls over the creation, maintenance, protection, and retention or disposition of all company records in accordance with government regulations, legal requirements, and company historical and operational reference needs." Lockheed's program objectives include forms and reports management; the use of records centers; records re-

tention schedules coordinated with forms control; data processing and reports control; effective use of microfilm for records protection and current procedures; preservation of historical documents; operation of a company vital records program; and proper application and procurement of filing equipment. The records centers, in California, Georgia, New Jersey, and New York, house 76,000, 29,000, 400, and 6,000 feet of records, respectively. The corporate records center in California has an archives section for records of historical significance. Canadian units use interim centers for processing records before shipping them to the corporate center. ¶ Restrictions on Gen. Joseph W. Stilwell's wartime papers, which are deposited in the Hoover Institution on War, Revolution, and Peace, at Stanford University, Palo Alto, have been removed by his widow.

Colorado

The Colorado Archives and Records Service was host to the Interagency Records Administration Conference in May. State Archivist Dolores C. Renze talked on "Cleanup Under the Gold-Plated Dome." ¶ Schedules for the "destruction, retention, and microfilming of records" of all State agencies, county offices, municipal offices, school districts, county superintendents' offices, and other political subdivisions have been developed. Microfilming has been approved for the State engineer's automatic water-stage recordings (charts dating from 1884). ¶ The General Assembly has appropriated \$20,000 for continuing the microfilming of newspaper holdings in the State Historical Society's library. ¶ Materials in the State Archives were used for "The John Evans Story," which was telecast on May 2 as a part of the "Expedition Colorado" series. ¶ Arthur Reed Abel, formerly with the National Archives, has joined the staff of the State Archives.

Delaware

Leon deValinger, Jr., State Archivist, completed 30 years of service "keeping the State's vital documents and papers" on December 15.

Florida

Rollins College, Winter Park, has received some Hamilton Holt letters and a "collection of memories" of the donor, W. M. Glenn, a former president of Rollins and cofounder of Sigma Delta Chi, national journalistic society.

Idaho

The Idaho Historical Society has received 30,000 glass plates and negatives of the old Sigler Photographic Studios in Boise. The collection includes pictures of most of the well-known Idahoans of the first part of this century. ¶ Correspondence and financial records of the Trade Dollar Mine (ca. 1900) have been made available to the society by an auctioneer. The society is interested in securing other records of the Trade Dollar or of any other mine.

Illinois

The *Illinois State Archives and Records Management Biennial Report, October 1, 1958-September 30, 1960*, has been reprinted from *Illinois Libraries*

(Jan. 1961). ¶The Illinois Bell Telephone Co. has given to the Chicago Historical Society microfilm copies of about 250 Chicago telephone directories dating from 1878. The 300,000 original pages are recorded on 98 rolls of microfilm. The first directory had only 12 pages; the 1960 directory, 1,800 pages. ¶On February 20 a San Francisco poet turned over to the San Francisco police 40 valuable documents later found to be missing from the manuscripts collection in the rare book section of the University of Chicago Library.

Kansas

House Bill 402, passed by the Legislature during its last session, gives the State Historical Society the right to review county records or any records in county-owned buildings before their destruction. This measure should insure the preservation of records having lasting historical value. ¶The Kansas Historical Society has received 30 feet of letters and papers from Wint Smith, U. S. Congressman of Mankato, 1947-61; part of the files of Newell A. George, U. S. Congressman of Kansas City, 1959-61; and some papers of Brig. Gen. Wilder S. Metcalf. ¶The society has microfilmed the following Civil War material: diaries and letters of Webster W. Moses, 1855-65, including letters from his wife during the war; and letters of soldiers Robert, George, and Welcome Mowry, Mrs. Moses' brothers.

Louisiana

When Shadows-on-the-Teche at New Iberia was bequeathed to the American people in 1958 the furnishings and archives were included. The remarkable archives, reports the National Trust for Historic Preservation, document "every aspect of a wealthy ante-bellum planter's life and work, from the operation of his sugar and cotton plantations to his taste in brandy, racing horses and hunting dogs." ¶The Louisiana State University Press, Baton Rouge, wishes to inform our readers that it still has available at \$12.50 each copies of the first edition of *The French in North America*. This "bibliographical guide to French archives, reproductions, and research missions" by Henry P. Beers is one that—as one reviewer writes—libraries "cannot afford to miss at any price." Dr. Beers is well known to our readers as reviews editor.

Massachusetts

Under the title *Connecticut Valley Collection of Business History*, the Connecticut Valley Historical Museum, Springfield 3, published in December 1960 a most informative leaflet describing its holdings by the companies of origin. The collection relates to the economic history of western Massachusetts and includes records as early as the John Pyncheon account books, 1651-1713. ¶The Massachusetts Historical Society has received the papers of U. S. Sen. George Frisbie Hoar (1826-1904) and a much smaller collection of the papers of Rockwood Hoar, son of the Senator. The papers are so voluminous that they had to be sent by moving van from the Hoar family mansion in Worcester to Boston. Director Stephen T. Riley estimates that it will take at least a year to sort the papers for use and that scholars "will be mining this mother lode for

years to come." ¶ The First National Bank of Boston has built a specially designed underground records storage center away from the city. The ten member banks of the Boston Clearing House Association have signed ten-year leases for use of space in the structure. Each bank will have its own wire-caged room. The center was constructed under the guidance of the Office of Civil and Defense Mobilization.

Michigan

A directory of special libraries and information centers in the United States and Canada, to be published initially this year and triennially hereafter by the Gale Research Co., 2200 Book Tower, Detroit, will include specialized repositories of knowledge in all subject fields. ¶ The papers of G. Mennen Williams and Nancy Quirk Williams, covering Williams' career as governor, 1949-60, are now in the Michigan Historical Collections at the State University in Ann Arbor. Besides 1,003 feet of correspondence, memoranda, reports, business and financial papers, photographs, and other material, there are 27 scrapbooks and a 100,000-card index to correspondents. Certain parts of the records are closed for 10- or 25-year periods. ¶ Bruce C. Harding, formerly Archivist of Ohio, is now with the Michigan Historical Commission in Lansing. Working from the State Records Center, in which the Archives has been allotted office and storage space, he will concentrate on the county program, with hopes of developing several regional depositories like those in Wisconsin. ¶ The State Records Center issued a list, as of December 31, 1960, showing which State agencies, counties, cities, villages, and townships had permanent records in the center. ¶ Mrs. Carroll Paul of the Marquette County Historical Society died unexpectedly while en route to Marquette, October 30, 1960, after attending the third annual local history conference in Detroit, at which she had delivered an address.

Mississippi

A checklist of over 200 collections of private manuscripts pertaining to the Civil War in the Department of Archives and History has been compiled by Mrs. Carl Black and Mrs. Lindsay Grimes and will be printed in the *Journal of Mississippi History*.

Missouri

House Bill 318 of the 71st General Assembly, "To provide for efficient and economical management of state records," was introduced by Representatives Ewing, Keating, and Landis on February 14. The bill provides that "No record shall be destroyed or otherwise disposed of by any agency of the state, unless it is determined by the comptroller, the secretary of the State Historical Society, the attorney general and the state auditor that the record has no further administrative, legal, fiscal, research or historical value." The comptroller is to "establish and administer in the executive branch . . . a records management program, which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of state records."

Nebraska

Philip C. Brooks, Director, Harry S. Truman Library, addressed a luncheon meeting of the fourth annual Missouri Valley Conference of Collegiate Teachers of History, on March 25, in Omaha. His subject was "Research at the Presidential Libraries."

New Mexico

Myra Ellen Jenkins, Senior Archivist at the State Records Center, provides the *American Archivist* with the following details of the pending case of replevin of Spanish and Mexican archives (*State of New Mexico v. Kenneth Sender*) and adds to her report other matters of interest:

State Archives Replevins Spanish and Mexican Archives. On February 22, Santa Fe County Sheriff M. V. Ortiz and Assistant Attorney General Norman Thayer, acting on a writ of replevin signed by State Records Administrator Joseph F. Halpin, seized some 500 official records of the Spanish and Mexican governments of New Mexico from Kenneth D. Sender of the Smoky Hills Booksellers, Inc., Kansas City, Missouri. Sender was attempting to sell the documents to the Museum of New Mexico for \$50,000. Sender had approached Dr. K. Ross Toole, Director of the Museum of New Mexico, to purchase the documents, and as a matter of interagency courtesy, Dr. Toole had informed Mr. Halpin of the proposed offer. The Museum is likewise a State agency. By court order, the documents were placed in the custody of the State Records Center until the case could be heard. The documents were identified by Senior Archivist Myra Ellen Jenkins as official correspondence, legislative proceedings, and other legal papers dealing largely with the Northern Jurisdiction, or the area attached to the Villa de Santa Cruz de la Cañada of the Spanish and Mexican government, although some documents were also formerly among the holdings of the State Historical Society. The State of New Mexico based its claims to the documents on the grounds that it was the successor to previous custodial agencies of the State and Territory of New Mexico, and to the governments of Spain and Mexico. Some 345 documents were determined to be of an official nature; the remainder were returned to Sender. ¶ The documents in question were in the Archives of the Mexican Government in Santa Fe at the time the United States assumed sovereignty in 1846. They were apparently removed by parties unknown during the 1860's or 1870's, when other large amounts of documents were also taken by private parties from the archives at Santa Fe. Learning of their existence and realizing their value, L. Bradford Prince, former Governor and president of the State Historical Society of New Mexico for many years, purchased them in 1909 with private subscription and direct appropriation of the Territorial Legislature. They were placed in the Museum of New Mexico, and are listed in the holdings of the Museum in 1915, but by 1926 there was no longer a record of them. Historians and other researchers have looked in vain for them since that time. ¶ Sender claimed that he had purchased the documents in good faith but refused to reveal their source. He had been previously warned by the Senior Archivist of the center that trafficking in official records was illegal under the terms of the 1959 Public Records Act of the State of New Mexico. On March 23, John Catron, attorney for Sender, filed a motion for dismissal of the suit in District Court on the grounds that the State of New Mexico had not posted bond in twice the amount of the alleged value of the documents. On April 24, however, District Judge Samuel Z. Montoya, after a forty-five minute hearing on the motion, upheld the contention of Assistant Attorney General Thayer that the State's sovereignty provided better security than a bond, and Catron was given twenty days in which to answer the original complaint for return of the documents to the State.

Fire at Records Center. A fire of undetermined origin broke out in a shed to the rear of the State Records Center on February 3, apparently set by vandals. Although

quickly brought under control by the Santa Fe Fire Department, some noncurrent tax receipts of the Department of Revenue were destroyed or damaged by water. These records were still in the custody of the Department of Revenue, which had been given the use of the shed by the Center until the records could be sorted and transferred to the custody of the State Records Center. No records of permanent value were lost.

Memorial to New Mexico Historian. A special research room at the State Records Center will be dedicated to the memory of the late Dorothy Woodward, well-known New Mexico historian, former professor of history at the University of [New] Mexico, regent of the university after her retirement in 1956, and longtime advocate of a State archival program in New Mexico, who died on April 4. The memorial room will be a part of the new archives vault and research facilities to be constructed later this year at the center. The project was the result of a spontaneous movement among friends and former graduate students of Professor Woodward to provide a memorial to her interest in New Mexico documentary history. Some funds have already been given to the center for the room.

New York

According to the *New York Times* (Apr. 30, 1961), records of the New York House of Refuge, 1824-1935, have been lent to Syracuse University's Youth Development Center for cataloging and study. Graduate student Robert S. Pickett is credited with uncovering the records, recognizing their worth, and campaigning to have them turned over to the center. They include 110 years of journals "and a mass of case histories." ¶ The New York Historical Association's 14th annual seminar on American culture offered at Coopers-town, July 2-15, will include, in the last week, instruction in "Photography for the Record," intended for "any . . . intelligent layman who wishes to use photography as a device for keeping his records." ¶ William L. Rofes has resigned as records manager of Olin Mathieson Chemical Corp. and is now supervisor of records management at Republic Aviation Corp., Farmingdale, Long Island. ¶ Among materials recently acquired by the Collection of Regional History and University Archives, Cornell University, are a diary, 1841-42, kept by Sebastian Talcott during a Government survey of the northeast boundary, and 34 Mexican War letters, official and unofficial. Among the correspondents are Benjamin Huger, General Scott's chief of ordnance on the march from Vera Cruz to Mexico City; Alexander Brydie Dyer, chief of ordnance of the army invading New Mexico, later in command of Union ordnance during the Civil War; and Josiah Gorgas, subsequently chief of ordnance, CSA, and father of William C. Gorgas.

North Carolina

The third volume of the *Papers of William Alexander Graham* (1845-50) has been published by the Department of Archives and History. Copies of the three volumes may be ordered from the head of the Division of Publications, D. L. Corbitt, Box 1881, Raleigh, at \$3 each. Also available from him is the first volume of *Messages, Addresses, and Public Papers of Luther Hartwell Hodges, Governor of North Carolina, 1954-1961*, and a folder, *North Carolina's Newspaper Microfilming Program*. Thirty-five counties have turned over records of historical value to the State Archives since July 1, 1958, and 73 counties and 8 municipalities have received help with scheduling some of the

older records. The Advisory Committee on Municipal Records expects to have its Municipal Records Manual ready for publication by early summer.

Ohio

Western Reserve University and the General Electric Co. held a joint press information meeting in Cleveland on May 24 to introduce Western Reserve's newly installed information storage and retrieval system using the GE 225 general purpose computer. With representatives of General Electric, the American Society for Metals, and the U. S. Government, Allen Kent, associate director of the university's Center for Documentation and Communication Research and coinventor of the original search and selector computer, explained the purposes and detailed techniques of the program. ¶ The Herrick-Lindbergh letters in the Western Reserve Historical Society were the subject of an article by Grace Goulder in the *Cleveland Plain Dealer Sunday Magazine* (Mar. 12, 1961).

Oregon

William F. Brockhaus has been appointed records analyst with the State Archives to succeed Richard Dolph, who is now associated with the records management program of the Department of Finance and Administration. ¶ The University of Oregon has acquired the diaries, 1892-1919, of Fred E. Ames, pioneer of Oregon forestry and a member of the 20th Engineers, A. E. F.

State Archivist David C. Duniway has provided us with a copy of a document—"The Role of the State Archivist in Oregon"—which has been approved by the State Library as the official policy for the State Archives. Mr. Duniway undoubtedly will be happy to send copies to those interested. He may be addressed at the Oregon State Archives, Oregon State Library, Salem.

Pennsylvania

A grant of \$58,886 made to the University of Pittsburgh by the Council on Library Resources, Inc., will enable the Health Law Center of the Graduate School of Public Health to create a tape "library" of statutes of Pennsylvania, New York, and New Jersey for use in the university's Computation and Data Processing Center for information retrieval in the legal field. ¶ The Historical Society of York County announces that its building (250 East Market St., York) will house the archives of the Organ Historical Society. The latter society, a group dedicated to old organs and organ music, publishes *The Tracker*, a magazine containing historical articles about organists, their music, and their instruments.

LeRoy DePuy, records management specialist in the Bureau of Program and Management, sends us the following statement on the State's records management program:

The records management program in Pennsylvania is an integral part of the management improvement activity of the Bureau of Program and Management, Office of Administration. The Bureau has the function of developing improved management methods and procedures throughout State government; among other activities, it is

concerned with determining feasibility of converting procedures to electronic data processing.

The records management program was outlined in an administrative circular issued January 30, 1958. Records management and other management activities outside the Office of Administration are carried on by management units located in the larger agencies. In the Office of Administration, the program primarily provides consulting services at a staff level to all agencies under the Governor.

The Records Management Division administers a forms control program for common use forms and acts as staff advisor to the Executive Board on applications for records disposal. During the last year work has involved a certain concentration on filing systems including preparation of a manual and training of key filing supervisors in State agencies. In association with a space utilization survey it has examined the need for a State records center. The program was recently augmented by the appointment of two management analysts, both experienced state employees.

The Pennsylvania Historical and Museum Commission has announced the resignation of Henry Howard Eddy as State Archivist, effective in July. A graduate of Middlebury College in 1923, Mr. Eddy went on to graduate study at Harvard. For several years he taught English; then he turned to records work with the Vermont Historical Records Survey, which he headed from 1940 until 1942. Subsequently he served with the National Archives, both at Washington and at the Roosevelt Library. In 1944 he went to Albany as State Archivist for New York, and two years later he became State Archivist for North Carolina (serving as acting director of the Department of Archives and History, 1946-47). Returning north in 1948, he joined the Pennsylvania Historical and Museum Commission as State Archivist. Mr. Eddy has made many important contributions to Pennsylvania's archival and records programs. His system for the orderly disposal of records has worked most effectively, and his extensive knowledge of records has been put to excellent use in the plans for the archives section of the proposed William Penn Memorial Building. Pennsylvania will thus continue to benefit from his wide experience and expert knowledge. We have been informed that Mr. Eddy will be succeeded as State Archivist by Frank B. Evans, and that William H. Work will advance to the position of associate archivist now held by Mr. Evans.

South Carolina

An indexed reprint of *Extracts From the Journals of the Provincial Congresses of South Carolina, 1775-1776*, has been issued by the Archives Department as a volume of its *State Records* series, priced at \$8.

Calhoun A. Mays, chairman of the South Carolina Archives Commission, has announced the appointment, effective July 15, of Charles E. Lee as Director of the State Archives Department. His appointment fills the vacancy caused by the death of James Harold Easterby last December. Mr. Lee has taught history at the University of South Carolina and at Roosevelt College, Chicago, and his considerable editing experience has included a year as editor of the University of South Carolina Press.

Tennessee

The Historical Commission of the Southern Baptist Convention, Nashville, has received the personal papers of Hight C. Moore, for many years editorial

secretary of the Sunday School Board, and has microfilmed from the collections of the Virginia Baptist Historical Society a journal of Luther Rice, Baptist pioneer.

Texas

Helen S. Swanson, Archivist, Austin Public Library, describes the Austin-Travis County collection in the library in *Texas Libraries* (July-Aug. 1960). ¶ Two new quarterlies have made their appearance in Texas. In January the first number of the *Catholic Historical Society Bulletin* was issued by the Fort Worth Deanery. The society is interested in building up an archives related to the Catholic Church and Catholics in Texas. Regular membership is \$2, which may be sent to the president and editor, Mrs. Buford C. Curtis, 3812 Lafayette, Fort Worth. The Texas State Genealogical Society has inaugurated its quarterly *Stirpes*. The editor-librarian, Mildred Dulaney, 1404 South Lake St., Fort Worth, plans to emphasize original genealogical material. ¶ The Fort Worth Public Library has issued a checklist of genealogical material obtained for the library by Marion Day Mullins. It has published also *A Key for Genealogists*, a research manual.

Virginia

William J. Van Schreeven, chairman of the Virginia Colonial Records Project, has announced that although the project intends no further reproduction by photo-offset of the 5,494 survey reports now on hand, all of these and those received in the future will be microfilmed; they can be obtained, therefore, as microfilm copies or Xerox prints. The project committee "is now experimenting with an elementary index, or finding aid (alphabetical and chronological)" to the survey reports. ¶ The manuscript division of the University of Virginia Library has received letters of Gamaliel Bradford, Jefferson Davis, John DeHart, Charles Evans Hughes, Thomas Jefferson, James Madison, Timothy Pickering, William Pinckney, Robert Smith, Littleton W. Tazewell, Louis Untermeyer, and Woodrow Wilson, and an autograph manuscript of Henry D. Thoreau.

Washington

General Electric Co.'s records management program at Richland was described effectively by S. B. Badgett, Hanford Atomic Products Operation, at a records and forms management meeting in St. Louis, Mo., February 8-10. Reprints of this paper, "The Hanford Story—Planned and Controlled Records Disposal," are available from the author.

West Virginia

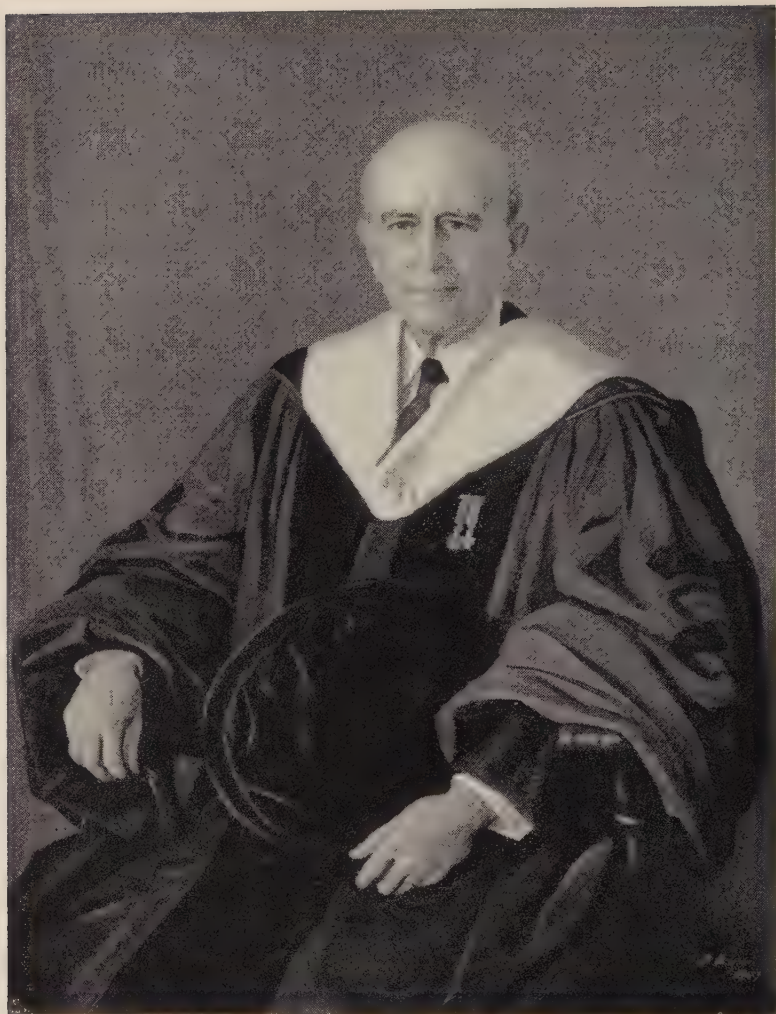
The manuscript section of the State University's Regional History Collection, which contains three million items, provided the material for two books written specially for the university library's "heritage bookshelf" project.



ALBERT RAY NEWSOME

First President, December 29, 1936-October 13, 1939

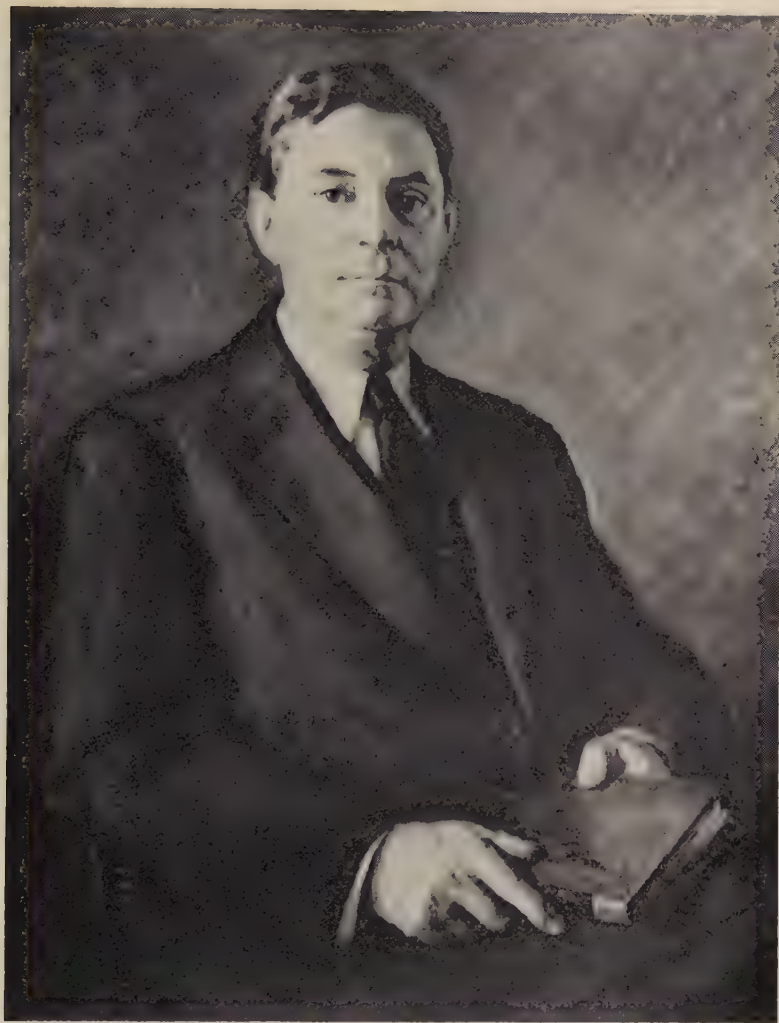
History instructor in Georgia and Michigan, 1919-23; secretary, North Carolina Historical Commission, and editor, *North Carolina Historical Review*, 1926-35; professor of history and head of history department, University of North Carolina, 1935-50; also lecturer at North Carolina College for Negroes, 1940-46. Died 1951.



WALDO GIFFORD LELAND

Second President, October 13, 1939-October 6, 1941

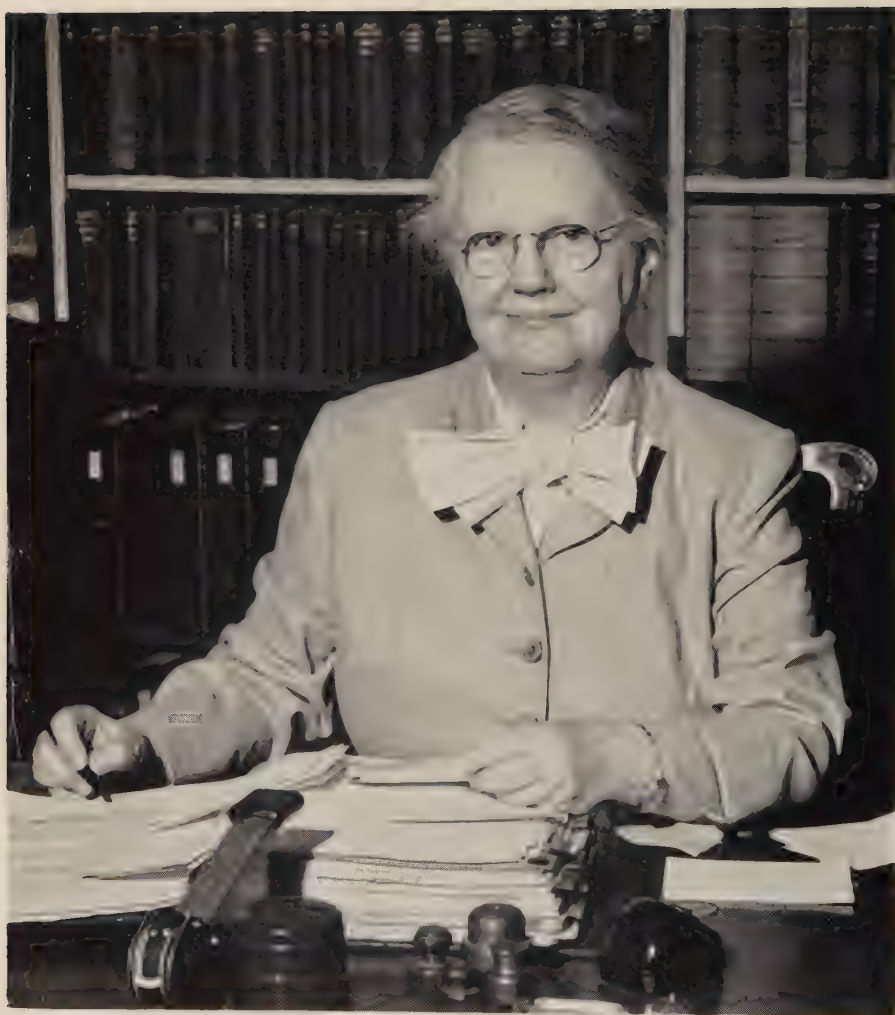
Staff member, Department of Historical Research, Carnegie Institution of Washington, 1903-27; director, American Council of Learned Societies, 1927-46; secretary, American Historical Association, 1909-20; president, Union Académique Internationale, 1938-47; president, International Committee of Historical Sciences, 1938-47; chairman, Executive Committee for Organization of Franklin D. Roosevelt Library, 1938-39; member and chairman, Advisory Board, National Park Service, 1935-50, and collaborator since 1950; honorary consultant, Library of Congress.



ROBERT DIGGES WIMBERLY CONNOR

Third President, October 6, 1941-November 15, 1943

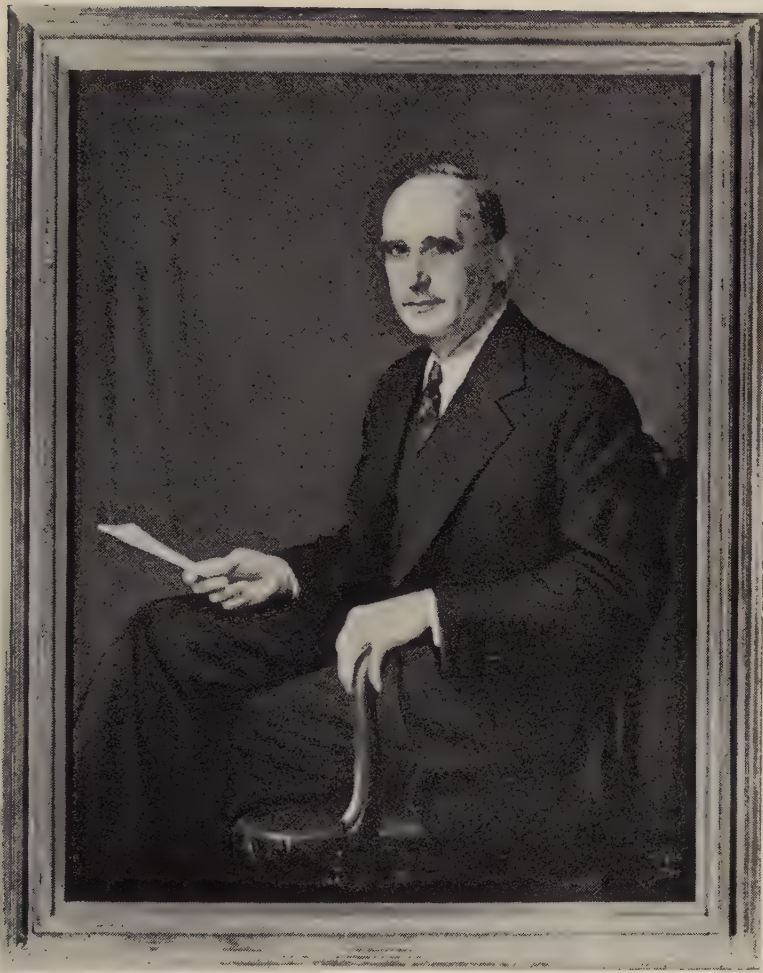
Teacher and school principal, North Carolina, to 1904; staff member, Office of Superintendent of Public Instruction, 1904-7; secretary, North Carolina Historical Commission, 1907-21; professor of history and government, University of North Carolina, 1921-34; Archivist of the United States, 1934-41; professor of jurisprudence and history, University of North Carolina, 1941-50. Died 1950.



MARGARET CROSS NORTON

Fourth President, November 15, 1943-November 6, 1945

Staff member, Vassar College Library, 1915-18, Indiana State Library, 1918-20, State Historical Society of Missouri, 1920-22; State Archivist of Illinois, 1922-57; chairman, Illinois State Records Commission, 1943-57; editor, *American Archivist*, 1946-48; delegate of S. A. A. to International Congress on Archives, Paris, 1950.



SOLON JUSTUS BUCK

Fifth President, November 6, 1945-September 4, 1947

Staff member, history departments, Universities of Indiana and Illinois, 1908-14; professor, University of Minnesota, and director, Minnesota Historical Society, 1914-31; director, Western Pennsylvania Historical Survey, 1931-35; staff member, National Archives, 1935-41; Archivist of the United States, 1941-48; chief, Division of Manuscripts, and Assistant Librarian of Congress, 1948-54. U. S. representative at international congresses, 1938, and at Unesco conference organizing International Council on Archives, 1948.



CHRISTOPHER CRITTENDEN

Sixth President, September 4, 1947-September 20, 1949

Instructor and assistant professor of history, University of North Carolina, 1926-35; Director, North Carolina State Department of Archives and History, and editor, *North Carolina Historical Review*, since 1935; on leave, 1946-47, as assistant director, World War II records project, National Archives. First president, American Association for State and Local History, 1940-42.



PHILIP COOLIDGE BROOKS

Seventh President, September 20, 1949-October 15, 1951

Staff member, National Archives, 1935-48, 1950-53; records officer, National Security Resources Board, 1948-50; chief, Federal Records Center, San Francisco, 1953-57; Director, Harry S. Truman Library, since 1957. Records management advisor to Republic of Panama, 1954-55.



WILLIAM DAVID MCCAIN

Eighth President, October 15, 1951-September 14, 1953

College teacher in Mississippi, 1930-33; fellow in history, Duke University, 1933-35; staff member, National Archives, 1935-37; Director, Mississippi Department of Archives and History, 1938-55, and professor of history, University of Mississippi, 1948-55; editor, *Journal of Mississippi History*, 1939-56; president, Mississippi Southern College, since 1955.



WAYNE CLAYTON GROVER

Ninth President, September 14, 1953-September 13, 1954

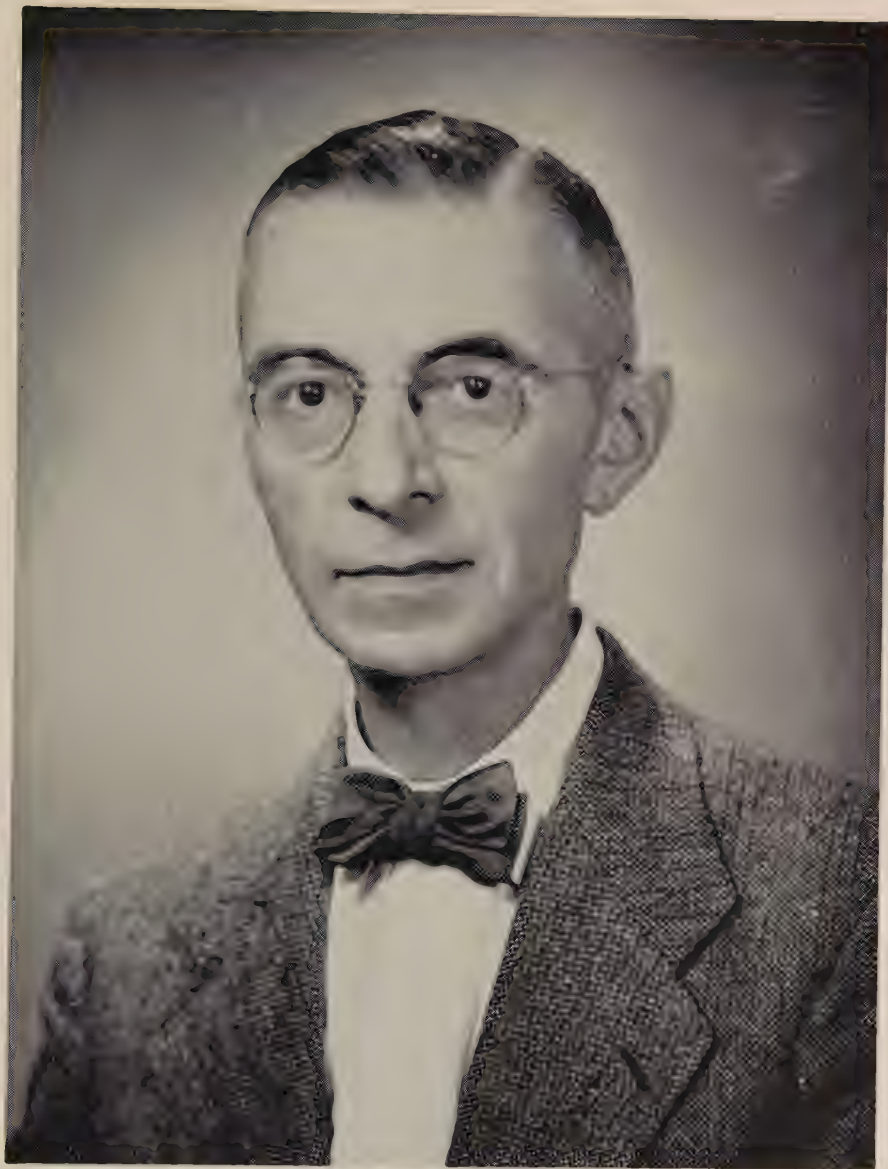
Staff member, National Archives, 1935-41; technical assistant, Office of Strategic Services, 1941-42; chief, Records Management Branch, Office of the Adjutant General, 1943-47; Assistant Archivist of the United States, 1947-48; Archivist of the United States since 1948. Vice President for the Western Hemisphere, International Council on Archives, since 1950.



MORRIS LEON RADOFF

Tenth President, September 13, 1954-October 10, 1955

Instructor, University of North Carolina and Johns Hopkins University, 1926-36; editor, Maryland Historical Records Survey, 1936-38; regional editor, Historical Records Survey, 1938-39; Archivist of Maryland since 1939. Member, Maryland Historical Trust Commission.



ERNST POSNER

Eleventh President, October 10, 1955-October 11, 1956

State Archivist, Berlin, Germany, 1921-35, and instructor, Institute of Archival Science and Advanced Historical Studies, Berlin, 1930-35; from lecturer to professor of history and archives administration, American University, 1939-61; dean, Graduate Division, 1945-47; director, School of Social Sciences and Public Affairs, 1947-55; dean, Graduate School, 1955-57. Delegate of S. A. A. to International Congress on Archives, Stockholm, 1960.



LESTER JESSE CAPPON

Twelfth President, October 11, 1956-October 3, 1957

Research associate, Institute for Research in the Social Sciences, University of Virginia, 1926-30, archivist and assistant professor of history, 1930-45; Archivist, Colonial Williamsburg, Inc., 1945-55; editor of publications, Institute of Early American History and Culture, Williamsburg, 1945-55, Director since 1955.



WILLIAM DANIEL OVERMAN

Thirteenth President, October 3, 1957-August 18, 1958

High school history teacher in Ohio, 1926-29; professor of history, Waynesburg College (Pa.), 1930-34; curator of history and archives, Ohio State Historical Society, 1934-43; Director, Archives and Library, Firestone Tire and Rubber Co., since 1943.



OLIVER WENDELL HOLMES

Fourteenth President, August 18, 1958-October 7, 1959

Research assistant, New York Public Library, 1926-28; editorial assistant, *Encyclopaedia Britannica*, 1928-29, and Columbia University Press, 1929-30, 1931-34; staff member, National Archives, since 1938, Chief Archivist, Social and Economic Records Division, since 1960. Delegate of S. A. A. to International Congress on Archives, Paris, 1950.



MARY GIVENS BRYAN

Fifteenth President, October 7, 1959-October 6, 1960

Staff member, Georgia State Department of Archives and History, 1934-49, acting director, 1950; State Archivist and Director, Department of Archives and History, since 1951. Chairman, Committee on State Records, S. A. A., 1954-57; secretary, Georgia Civil War Centennial Commission, 1959-60.



PHILIP MAY HAMER

Sixteenth President, October 6, 1960-October 6, 1961

Research assistant, War Trade Board, 1918-19; professor of history, University of Chattanooga, 1919-20; associate professor and professor, University of Tennessee, 1920-35; staff member, National Archives, 1935-51; Executive Director, National Historical Publications Commission, since 1951.

American Church Archives— An Overview

By MABEL E. DEUTRICH*

National Archives

STORIES about the Pilgrims and their quest for religious freedom, revived each Thanksgiving Day, have caused many to picture the colonists as well-behaved, religious persons. Actually, however, only a small percentage of the total population of the thirteen colonies were members of churches.¹ Most colonials came from the lower stratum of European society and, until the eighteenth-century "awakenings," were little influenced by organized religion. The Revolutionary War period was one of stagnation insofar as religion was concerned. Later, the influences stemming from the war and the French Revolution, with the accompanying political, social, and intellectual upheavals, helped to undermine morals and religion. The orthodox views of religion lost their appeal to many Americans of the rising generation, who were attracted by deism of the Tom Paine type.

The actions of church leaders during the eight years of the Revolution also affected the later importance and influence of the various denominations. The leaders of the Church of England (later—in the United States—the Protestant Episcopal Church) were mainly loyalists and therefore suspect. The Methodists, though an insignificant body at the close of the Revolution, having obtained only a precarious foothold in America ten years before the Declaration of Independence, were helped by the fact that the English preachers, all staunch loyalists, returned to their native land during the conflict. The leaders of the Presbyterian churches, such as John Witherspoon, John Rodgers, and George Duffield, generally were imbued with fervor for independence, and most of them were well educated and forceful. The Baptists, who in the decades preceding the Revolution had been considered radicals, gained stature and began to wield important influence for religious liberty, especially in

* The author, a member of the Committee on Church Records, Society of American Archivists, has been on the staff of the National Archives since 1950. Her paper is based on material she assembled for American University's 15th institute in the preservation and administration of archives, held in Washington, D. C., June 5-30, 1961.

¹ Most of the information for the introductory part of this paper was obtained from William Warren Sweet's four-volume series *Religion on the American Frontier*.

Virginia, where in 1785 they helped in the passage of the law separating church and state. But the largest and most influential church in America, although confined almost exclusively to New England, was the Congregationalist.

An interesting sidelight is the part that the Moravians, in and around Bethlehem, Pa., played in the Revolutionary War. Most Moravians had deep-seated conscientious scruples against bearing arms. Their scruples were generally understood and respected by colonial leaders. Because of its proximity to Philadelphia, however, Bethlehem was of strategic importance. Many prominent colonial leaders passed through its streets, and at different times its buildings were commandeered as hospitals. In fact, after the British captured Philadelphia, some thought was given to making Bethlehem the seat of the Continental Congress.²

When the Revolution came to a close, the people found their troubles were not over. The new nation was faced with a general economic depression, in which small farmers as well as big planters were overwhelmed by debt, while their surplus products found no ready market. And, as we all know, the people began in increasing numbers to trek to the West to find a way out of their dilemma. The settlements across the Alleghenies before the Revolution were made up largely of hunters and Indian fighters. Although some of the settlers were affiliated with religious denominations (the Boones, for example, were of Baptist stock; and Squire Boone, brother of Daniel, was a Baptist preacher), these earlier settlements were temporary; and since no cultural institutions were established they had little permanent influence. But after the Revolution an entirely new group of immigrants began to swarm westward in ever increasing numbers—immigrants who were to transform backwoods communities into new States.

The American churches were now faced with the challenge of following these western migrations—into western New York and Pennsylvania, Kentucky and Tennessee, and down the Ohio and into the settlements bordering the Mississippi. The challenge was indeed tremendous. If the common people along the eastern seaboard were largely unchurched, it is not surprising that the frontiersmen also were. Furthermore, many who had been connected with churches forgot this membership when they left the older communities. They were engrossed with the material things of life; cultural and spiritual matters had to wait while there were lands to clear and homes and roads to build. And since moral, cultural, and re-

² Kenneth G. Hamilton, "The Resources of the Moravian Church Archives," in *Pennsylvania History*, 27: 272 (July 1960).

ligious conditions in the older settlements left much to be desired, it should not be surprising that drinking, fighting, gambling, and Sabbath-breaking prevailed in many frontier communities.

Fortunately this westward migration took place at a time of religious revivalism. Presbyterian preachers were largely responsible for the great revival that swept over the frontier settlements in the late eighteenth and early nineteenth centuries, but the other churches also participated in it. Baptists and Methodists were especially quick to join the movement, and they profited from it more than the other denominations did. Presbyterians, Congregationalists, and Lutherans were handicapped by the fact that each of these sects was concerned with particular groups of settlers rather than with frontier society as a whole. The Presbyterian missionaries sought out frontier communities peopled by Scotch-Irish with a Presbyterian background; the Congregationalists, transplanted New England settlements; and the Lutherans, German settlements. The Baptist and Methodist preachers, however, went out into the wilderness intent on drawing any and all kinds of people into the fold. The pure democracy of Baptist church government and the Methodist missionary system with its network of circuits gave them advantage and thus help to explain the growth of these churches. All the missionaries or frontier preachers, however, played important roles; and the records they made and kept are vital to an understanding of this phase of our history.

The type and range of influence wielded by frontier churches and their preachers—and the records of their activities—were prescribed in large part by the organization of the church government. The Presbyterians, for example, have a form of representative government through a system of four graded courts, in the following ascending order: the session, the presbytery, the synod, and the General Assembly. Inherent in this system of courts is the privilege of appeal from the lower to the higher and the obligation of a lower court to carry out the injunction of a superior one. The church session, consisting of the pastor and elders of a local congregation, is responsible for the spiritual government of that congregation. As for its duties, it could and did inquire into the conduct of the members of the church; it summoned and examined the accused and witnesses; and it admonished, suspended, or excluded from the sacraments offenders deserving such punishment. And, very importantly, it kept a record of its proceedings, as well as records of baptisms, marriages, deaths, new members, and communicants.

A further illustration of variety in church organization and government—and the need for researchers to understand this in order

to know what records to consult—is the Society of Friends, or Quakers. Their organization consists of the following meetings: weekday, monthly, quarterly, and yearly. The weekday or “first day” meetings, however, are purely for worship. It is at the monthly meetings that local congregations take care of their business activities, and the records of these meetings therefore contain information comparable to that of the Presbyterian sessions.

In all the frontier churches much of the business transacted by local congregations, whatever the denomination, pertained to the administration of discipline. But in the social development of frontier communities religious activities were closely linked with agricultural, industrial, commercial, political, and educational interests. Besides disciplining members for drinking, fighting, stealing, gambling, and other improper acts, the churches interceded in family affairs and even ruled on members’ misunderstandings or business disputes.

There can be no question of the value of church records to the church historian—of a local congregation or of the entire church. But these records are also gold mines of information for the social and economic historian. Few other bodies of records give so complete and accurate a picture of the backwoods community. The journals of Methodist circuit riders are frequently illuminating. The stands the churches took on slavery are recorded not only in local records but in those of higher governing bodies. Information relating to Indians is abundant in the records of missionary societies. Church records are also of singular importance to persons needing vital statistics and to genealogists, particularly for the period before 1850. In the Federal decennial censuses from 1790 through 1840, only the names of heads of families were listed. Furthermore, registration of vital statistics by cities and States was not begun uniformly, and in some States it was well beyond the Civil War before these records were maintained. The churches, however, had been accustomed to keeping records of their members long before the colonists came to America, and these early records serve to fill many gaps in public vital statistics.

In describing American church archives, one might divide them into ecclesiastical records and institutional records. The first classification would include the official archives of the individual churches and the higher governing bodies, such as the dioceses and archdioceses of the Catholic Church or the presbyteries and synods of the Presbyterian Church. The second classification would include the archives of monasteries, universities, missions, lay organizations,

charitable foundations, and the like. Such a classification, however, would give the impression that the provenance of these various records has been maintained. Unfortunately, this is not generally true. Although some depositories are limited primarily to ecclesiastical archives—a notable example being the Archives of the Archdiocese of Baltimore—most of them contain collections or fragments of collections from other than ecclesiastical sources. Many depositories are at universities or other educational institutions. The University of Notre Dame, for example, has papers of the Archdioceses of Detroit, New Orleans, and Cincinnati; but it also has records of the university and personal papers of Catholic clergymen and laymen. Some depositories have also collected nonreligious records, such as those relating to the history of American labor in the Department of Archives and Manuscripts of the Catholic University of America and the "Peace Collection," including papers of Jane Addams and other peace advocates, in the Friends Historical Library at Swarthmore College.

Strictly speaking, most of the record holdings are manuscript collections rather than archives. This, of course, is what should be expected, particularly for the earlier records. The churches were no different from businesses and other institutions—or for that matter from the Government—in that they did not fully realize the value of some of their records. Documents, passed from one person to another, were stored in basements, attics, and other out-of-the-way places, were sometimes forgotten and sometimes destroyed during a spring housecleaning or after the death of the holder. Furthermore, we seem always to have been hero worshippers and hence we have tended to collect personal papers. And thus it is that church depositories, like many other institutions, tend to have primarily manuscript collections. Some of them, of course, also have ecclesiastical and institutional archives. Many are closely connected with museums and libraries, sometimes as divisions of libraries.

Many important depositories were established because some one man or a small group of men became convinced of the importance of preserving the records. Sometimes depositories were established because of failure to find records necessary to write a history or to prepare a speech. In 1877, Samuel Colgate, then president of the American Home Mission Society, was asked to speak about the work of the Baptist Women's Association. His failure to find many of the reports he needed fired his determination to collect Baptist records of all types and resulted in the large and important collection bearing his name. The splendid historical foundation, the official depository for the Presbyterian Church in the United States

(Southern), at Montreat, N. C., owes much to the determination of the Rev. Samuel Mills Tenney to awaken "the Church from her indifference and lack of appreciation of the past."³ The magnificent collection at the University of Notre Dame owes its beginnings to the inspiration and perseverance of Prof. James F. Edwards, who canvassed chancery offices, educational and religious institutions, and parishes, begging for inactive records that were in danger of destruction for lack of suitable care or storage. Sometimes the establishment of historical societies provided the necessary stimulus. Outstanding examples are the Presbyterian Historical Society, organized in 1852, which today has a large collection of manuscripts in the Witherspoon Building in Philadelphia relating to the Presbyterian Church in the United States of America (Northern); and the Lutheran Historical Society, organized in 1843, with its depository at the Lutheran Theological Seminary, Gettysburg, Pa.⁴

Many church records and papers of religious leaders have been preserved by State historical societies, libraries, and similar cultural institutions. Among State historical societies that have church records are those of Massachusetts, Pennsylvania, Minnesota, and Wisconsin. The Massachusetts Historical Society, for example, has, for many Protestant clergymen, personal collections—several of which, such as the papers of the Mathers, date from the colonial period—while the Wisconsin Historical Society has a part of the Shane collection (in turn part of the Draper collection), containing much information on Presbyterianism in Kentucky. Some State and other institutions have collected church records for their particular areas. The State Historical Society of Wisconsin, again, which already had some records of both Catholic and Protestant churches and church officials in the State, was designated in 1960 as the official depository for the records of Baptist and Methodist churches in Wisconsin. The South Carolina Historical Society has several hundred volumes from South Carolina Congregational and Episcopal churches and church societies, and the Alabama Department of Archives and History has records of Methodist, Baptist, Episcopal, and Presbyterian churches of that State. The Connecticut State Library, interested in centralizing church records of its State, has the records of about 700 churches, 1639-1930. The Virginia State Library has some 250 volumes of records of Protestant churches, chiefly of the period 1650-1800. The Southern Historical

³ Thomas Hugh Spence, Jr., *The Historical Foundation and Its Treasures*, p. 4 (Montreat, N. C.; Historical Foundation Publications, 1960).

⁴ This society, however, suffered a gradual decline in activity in recent decades and in 1952 was described officially as "dormant."

Collection at the University of North Carolina contains many papers of Southern religious leaders. Other collections are at the University of Chicago, Union Theological Seminary in New York, and Duke University. The New York Public Library, besides personal papers of clergymen, has records of some local church organizations; those of the Methodist Church in New York City and vicinity (deposited by the Methodist Historical Society) are probably the most extensive.

Thus it is obvious that a total picture or diorama of the locations of church records is like an elaborate patchwork quilt, but without a systematic design. Large quantities of church records have been preserved, but they are scattered among all sorts of depositories, religious and nonreligious. Several denominations have already established central depositories. Those that have not, should do so. It is time—in fact it is past time—that more denominations should consider systematic archival programs. Among encouraging signs in recent decades are the activities of the Mennonite Church, the Presbyterian Church in the United States (Southern), and the Lutheran Church—Missouri Synod.

The Mennonites established a central archives for their church in 1940 at Goshen College, Goshen, Ind. Under the guidance of H. S. Bender until 1947, and since then of Melvin Gingerich, rapid strides have been made toward systematic accessions of archives and the collection of historical manuscripts and related materials.

The Presbyterian Church in the United States established the Historical Foundation of the Presbyterian and Reformed Churches in 1926 at Texarkana, Tex., to collect and preserve materials of, and to promote knowledge of, churches of the Presbyterian order. In the fall of the following year the institution was moved to Montreat, N. C., where, under the devoted guidance of the Rev. Samuel M. Tenney and, after his death in 1939, of the Rev. Thomas H. Spence, Jr., the foundation has become an outstanding church depository. Having outgrown its old quarters and recognizing the need for a building specifically designed to service and protect its treasures, the church constructed a completely modern building in 1954 to house its archives, library, and museum.

Developments in the Lutheran Church—Missouri Synod have been very similar. In 1927 the synod designated the Concordia Historical Institute in St. Louis as its official records depository. The records were housed in one of the buildings of Concordia Seminary and a curator was appointed. This curator, however, was also librarian and professor of church history at the seminary and therefore could devote only part of his time to the institute. Never-

theless, he made some progress in collecting materials and, with the help of seminarians, accomplished some description and arrangement work. But it was not until after November 1943, when first Karl Kretzmann and then (in 1948) August R. Suelflow were appointed full-time curators, that substantial progress was made. The Concordia Historical Institute, like the Presbyterians' historical foundation, soon found that it needed additional and better housing. And, like the foundation, it constructed a modern building in 1952.

The Missouri Synod, furthermore, has developed an organization for the control of all its archives that has a very significant potential. Not only has a central depository been established for the synod, but provision has been made for each of the districts composing it to have its own archives and archivist. In addition, local congregations have been encouraged to appoint archivists. Although the success of this system is somewhat spotty, it is an important step forward. Furthermore, beginning in 1945, about every three years the synod has held two-day conferences primarily for district archivists. Subjects discussed at these conferences have included the relationship of the curator of the Concordia Historical Institute to the district archivists, the duties of these archivists, congregational archives, and the indexing and cataloging of materials. Such conferences can be very fruitful in the establishment and maintenance of an effective archival program.

Another encouraging sign is the interest of the American Theological Library Association in the care, handling, and acquisition of manuscript holdings. A recent survey conducted by a committee of that association revealed that few of the libraries were pursuing an active acquisition program and that many would not accept manuscript materials if offered.⁵ These librarians were sufficiently interested in record material, however, to include a workshop session on manuscript collections, administration, and cataloging at their annual meeting last June.

Religious seminaries and universities can and should play an important part in developing and maintaining archival establishments. They are natural locations for either central or intermediate depositories; and, since they sprang up all over the country during the nineteenth century, much research material has gravitated toward them. Many of these institutions accepted their responsibility to give these materials adequate care and to make them available to researchers. But some of them, in common with other colleges and universities, still have not faced up to the responsibility of preserv-

⁵ Roscoe M. Pierson, "Denominational Collections in Theological Seminary and Church Historical Society Libraries," in *Library Trends*, 9:222 (Oct. 1960).

ing their own archives, let alone the archives of their denominations. The boxes or packages of musty, dirty records that somehow found their way to these institutions may deteriorate in obscure corners, but they will not disappear. Nor will they magically become properly arranged and indexed. And as more and more students seek higher degrees and more and more educational institutions expand into graduate fields, these centers will find it necessary to acquire original research materials if they want to attract scholars.

DEPOSITORIES

There is now no adequate guide to denominational archives and manuscripts. Allison's 50-year old guide to Protestant materials is still the best and most inclusive.⁶ Sweet's 1938 paper, read before the annual meeting of the Society of American Archivists and published in the following year, contains excellent information relating to denominational collections.⁷ There are also several guides and inventories to church records produced some 20 years ago by the Historical Records Survey of the Works Progress Administration and various articles relating primarily to the records of particular churches. The titles to some of these are listed in a bibliography prepared by the Church Records Committee of the Society of the American Archivists.⁸ The new guide to archives and manuscripts, compiled for the National Historical Publications Commission under the editorship of Philip M. Hamer, contains considerable information about denominational records.⁹ This work covers all types of depositories and is arranged alphabetically by State and thereunder alphabetically by city or town. Although one cannot easily visualize the holdings of a particular denomination, it is possible, by using the extensive index, to reconstruct such information. The genealogist will find Kirkham's recent guide useful, particularly for information on local or congregational records.¹⁰

Although drawing on the above sources and admittedly incomplete, the summary following may give some useful information on

⁶ William H. Allison, *Inventory of Unpublished Material for American Religious History in Protestant Church Archives and Other Repositories* (Washington, D. C.; Carnegie Institution of Washington, 1910).

⁷ William Warren Sweet, "Church Archives in the United States," in *Church History*, 8:43-53 (Mar. 1939).

⁸ Edmund L. Binsfeld, "Church Archives in the United States and Canada; a Bibliography," in *American Archivist*, 21:311-332 (July 1958).

⁹ Philip M. Hamer, ed., *A Guide to Archives and Manuscripts in the United States* (New Haven, 1961).

¹⁰ E. Kay Kirkham, *A Survey of American Church Records*, vols. 1 and 2 (Salt Lake City, 1959, 1960).

the various depositories of church records. The amount of information about a particular depository indicates not the size or value of the collections but rather the extent of the writer's knowledge. Detailed listings of the records in the depositories may, at least in most cases, be found in Allison's *Inventory* and Hamer's *Guide*, mentioned above.

*Catholic Church Depositories*¹¹

The archives of the Catholic Church are so extensive that little more can be given here than a listing of some of the depositories and a recommendation that the reader consult Thomas F. O'Connor's excellent article on Catholic archives.¹² His article describes both ecclesiastical and institutional archives and gives pertinent facts on the establishment of dioceses and archdioceses, necessary for understanding the vast archives network of the Catholic Church.

The foremost of the ecclesiastical archives is, of course, the Archives of the Archdiocese Baltimore, formerly the Baltimore Cathedral Archives. Papers of the Archdioceses of Cincinnati, Detroit, New Orleans, and Vincennes are in the University of Notre Dame Archives. The important archives of the Archdioceses of Boston, New York, Portland, St. Louis, San Francisco, and Santa Fe are for the most part in the respective chanceries. The archdiocesan archives of St. Louis and Santa Fe are especially valuable to the social and economic historian. There are also, of course, archives of the various dioceses.

The foremost of the Catholic institutional archives is that of the University of Notre Dame. Besides the archdiocesan archives mentioned above, it contains records of dioceses and other organizational records, a large number of personal papers of Catholic clergymen and laymen, and records relating to the university. The St. Louis University Library has original records and great quantities of microfilm copies of manuscripts relating primarily to the religious and educational work of the Jesuit order in the Middle West and Latin America. It is also the depository for microfilm copies of Vatican Library manuscripts. The St. Louis Roman Catholic Theological Seminary Library has collections relating to the Archdiocese of St. Louis and to the Catholic Church in the Mississippi Valley, as well as archives of the seminary. The collections of the American Catholic Historical Society at Saint Charles Seminary in Philadelphia contain personal papers and other documents important for American Catholic history. The Georgetown University Archives and the Department of Archives and Manuscripts of the Catholic University of America, both in Washington, D. C., contain the archives of their universities and Catholic historical manuscript collections. Other archives that should be mentioned are the Oregon Province Archives at Gonzaga University in Spo-

¹¹ For a more detailed description of Catholic archives, see the article by Thomas T. McAvoy, in this issue.—ED.

¹² Thomas F. O'Connor, "Catholic Archives of the United States," in *Catholic Historical Review*, 31:414-430 (Jan. 1946). This paper, in modified form, also was published as "Historical and Archival Activities of the Roman Catholic Church in the United States," in American Association for State and Local History, *Bulletin*, 1:287-304 (Apr. 1946).

kane, which has a valuable collection of original and microfilmed records of Jesuit missionary activities in the Pacific Northwest; St. Mary's College Archives, St. Marys, Kans., containing materials relating to the activities of Jesuit missionaries among the Kickapoo and Potawatomi Indians and of Catholic ministry to pioneers on the Kansas-Missouri border; and the Woodstock College Archives, Woodstock, Md., which has materials relating to Jesuit activities and some personal papers. Items relating to the Franciscans in California are in the Santa Barbara Mission Archives. Conception Abbey in Conception, Mo., has documents relating to missions in Missouri and the Dakotas, records relating to the abbey, and other manuscripts.

Jewish Depositories

Two Jewish theological seminaries have made significant progress in assembling important library and manuscript materials—the Hebrew Union College in Cincinnati, Ohio, and the Jewish Theological Seminary of America in New York City. The historical manuscripts at the Hebrew Union College consist of those in the college library and the American Jewish Archives. The library holdings, dating from before the tenth century, are highly specialized in the fields of Hebraica, Judaica, and the ancient Near East. Included is an outstanding Jewish music collection. The American Jewish Archives, founded as recently as 1947, has collected about 250,000 items; many of these are microfilm and photostatic copies, although there are extensive collections of originals.¹³ In furthering its objective to collect material on the life and history of American Jewry—including economic, secular, religious, and cultural activities—the Archives has gathered extensive records of Jewish congregations, family documents, papers valuable for genealogy, and other records. The library of the Jewish Theological Seminary of America has a large collection of manuscripts, beginning as early as the ninth century, relating to Jewish history and literature. Also at this seminary are the manuscript holdings of the American Jewish Historical Society, which date from 1590 and relate primarily to the history of Jews in America. The holdings of the Yivo Institute for Jewish Research,¹⁴ also in New York City, relate to Jewish life in the United States and elsewhere.

Protestant Church Depositories

BAPTISTS. The foremost Baptist collection is the extensive one, 1764-1936, of the American Baptist Historical Society at Rochester, N. Y. It consists of the records of the society—which include Baptist State convention reports, minutes of associations, many church record books, photographs, and correspondence—and of other records, those formerly at the Crozer Theological Seminary, Chester, Pa., and (even larger) the Samuel Colgate Baptist historical collection, formerly at Colgate University, Hamilton, N. Y.; the Rev. Edward C. Starr, who for several years was curator of the records at Colgate, is in charge of the combined material. Other collections, at Baptist semi-

¹³ See Jacob R. Marcus, "The American Jewish Archives," in *American Archivist*, 23: 57-61 (Jan. 1960).—ED.

¹⁴ Formerly the Yiddish Scientific Institute—Yivo.

naries and universities, are for the most part restricted to papers of clergymen who were professors at these schools and to records relating to the geographic areas of the institutions. Among these educational institutions are the Southern Baptist Theological Seminary, Louisville, Ky.; the Furman University Library, Greenville, S. C.; Baylor University Library, Waco, Tex.; Franklin College Library, Franklin, Ind.; the University of Richmond; and Bethel Theological Seminary, St. Paul, Minn., which has the records of the Historical Committee of the Baptist General Conference. The papers of Isaac Backus and other collections formerly in the New England Baptist Library at Boston are now in the Andover Newton Theological School Library at Newton Center, Mass.

CHRISTIAN REFORMED CHURCH. Records of the Christian Reformed Church are in the library of Calvin College, Grand Rapids, Mich.

CONGREGATIONALISTS. The most important collections of Congregational material are those at the Congregational Library in Boston, the records of the American Board of Commissioners for Foreign Missions, and the records of the American Home Missionary Society. The papers in the Congregational Library pertain largely to New England Congregationalism and include records of a number of churches, letters and sermons of prominent ministers, and some groups of personal papers. The records of the American Board of Commissioners for Foreign Missions were also at the Congregational Library, but in 1941 most of these archives were transferred to the Harvard College Library. Under an agreement between the college and the board, which retains ownership, Harvard has assumed responsibility for administering the archives. Every ten years a further accumulation of materials is transferred to the library. These extensive records consist of correspondence, reports, diaries, and other papers relating to foreign missionary activities conducted chiefly by Congregational churches. Since Indian missions also were under the auspices of the American Board of Commissioners, there is extensive correspondence relating to that work. The records of the American Home Missionary Society, correspondence of the Congregational Church Building Society, records of the Chicago Congregational Association, church records, and other materials are in the Chicago Theological Seminary Library. The correspondence of the American Home Missionary Society contains letters and reports of missionaries and the letter books of the secretary of the society. Other collections, varying in size and importance, are at various educational institutions. Among these are the Congregational House, Hartford, Conn.; Grinnell College Library, Grinnell, Iowa; Andover-Harvard Theological Seminary Library, Cambridge, Mass.; Dartmouth College Library, Hanover, N. H.; and Oberlin College Library, Oberlin, Ohio.

DISCIPLES OF CHRIST. Although the Disciples of Christ is one of the smaller religious bodies, it has growing and significant historical collections in the College of the Bible Library, Lexington, Ky., and in the Disciples of Christ Historical Society, Nashville, Tenn. The records at the college include church records, numerous diaries and sermons, and a number of personal papers of

ministers. The historical society, housed in a new and modern building, has extensive correspondence and other manuscripts relating to the history of this church.

EVANGELICAL AND REFORMED CHURCH. The Evangelical and Reformed Church was formed in 1934 by the merger of the Reformed Church in the United States and the Evangelical Synod of North America. The principal records of the church are under the control of its historical society, organized by the Reformed Church in the United States in 1863. From time to time, especially in the earlier years, the society's existence was precarious, but in recent years it has been revitalized. In 1938, when the Fackenthal Library was built at Franklin and Marshall College, Lancaster, Pa., rooms were offered the society for a permanent headquarters. At almost the same time the newly formed General Synod appointed a historical commission to investigate the historical organizations of the uniting churches. In accordance with the commission's recommendations, which were adopted by the synod of 1940, three official archives were established for the entire church. The records of the former Reformed Church were to be at Lancaster and those of the former Evangelical Synod at Eden Theological Seminary, Webster Groves, Mo.; and the synods and classes of the northwestern section of the Reformed Church might either deposit their records in the library of the Mission House Seminary at Plymouth, Wis., if they wanted them nearer home, or send them to Lancaster. The collection at Plymouth eventually was transferred to the main depository at Lancaster, leaving the church with two official depositories.

EVANGELICAL MISSION COVENANT CHURCH OF AMERICA. The archives of the Evangelical Mission Covenant Church of America are at the North Park College and Theological Seminary, Chicago, Ill. Most of the documents in the archives are in Swedish.

EVANGELICAL UNITED BRETHREN CHURCH. The Historical Society of the Evangelical United Brethren Church has records of this church and its predecessors. They are in the library of United Theological Seminary, Dayton, Ohio. There is also a collection of materials at Otterbein College Library, Westerville, Ohio.

FRIENDS. The two most important depositories for the Religious Society of Friends (Quakers) are the Friends Historical Library, Swarthmore College, for the Hicksites; and the Department of Records, Society of Friends of Philadelphia, 302 Arch Street, sometimes called the Friends Arch Street Center, for the Orthodox Quakers. But because from the beginning the Friends kept meticulous records, there are record collections in a number of other places—to name a few, the depository of the Society of Friends Records Committee in New York City, the Haverford College Library, Haverford, Pa., and the Guilford College Library, Greensboro, N. C.

LATTER-DAY SAINTS. The Church of Jesus Christ of Latter-day Saints probably has expended far more time and money for collecting and maintaining records than any other religious body. Its archives at Salt Lake City are organized in two general divisions—the Church Historian's Office and the Genealogical Society of the Church of Jesus Christ of Latter-day Saints. The first

constitutes the official archives of the church while the second has about 200,000 rolls of microfilmed genealogical records.

LUTHERANS. The archives of the Lutheran Historical Society in Gettysburg, Pa., together with those in the Lutheran Theological Seminary Library, in Philadelphia, comprise the most important and complete manuscript collections on Lutheranism in America. Together they hold thousands of documents, including records of the earliest Lutheran churches in America. The official depository of the Lutheran Church—Missouri Synod is the Concordia Historical Institute in St. Louis. The official archives of the Augustana Lutheran Church are in Augustana College Library, Rock Island, Ill., but some other records are in the library of Gustavus Adolphus College, St. Peter, Minn. Records relating to Norwegian Lutherans are in the Luther College Library, Decorah, Iowa, and the Luther Theological Seminary, St. Paul, Minn. The records of the American Lutheran Church are at the Wartburg Theological Seminary, Dubuque, Iowa.

MENNONITES. The Archives of the Mennonite Church at Goshen College, Goshen, Ind., is referred to earlier in this paper as having recently made encouraging progress in the establishment of a good archival program. Other collections of this church are in the Bethel College Historical Library, North Newton, Kans., and the Mennonite Historical Library, Bluffton College, Bluffton, Ohio.

METHODISTS. Many of the Methodist Church seminaries have strong collections of manuscript materials, and many historical societies have significant collections. The most important of the collections at educational institutions are those at Drew University, Madison, N. J.; Emory University, Atlanta, Ga.; and the Garrett Biblical Institute, Evanston, Ill. In addition DePauw University, Greencastle, Ind., has archives of the Methodist Church in Indiana; and Ohio Wesleyan University, Delaware, Ohio, has papers relating to the church in Ohio. While some records of the historical societies have been transferred to these libraries (Drew University has papers formerly held by the Methodist Historical Society of New York and Ohio Wesleyan has some collected by the Ohio Methodist Historical Society), important ones that have not been transferred are those of the Historical Society of the Philadelphia Annual Conference in Philadelphia, the New England Historical Library in Boston, and the Methodist Historical Society of the Baltimore Conference, in that city. These, however, are by no means all the places where Methodist materials can be found.¹⁵

MORAVIANS. The American Moravian Church consists of two Provinces: Bethlehem, Pa., and Winston-Salem, N. C. Although together they include only 160 congregations, each Province maintains an archival depository rich in materials not only for the church historian but for the social and economic historian as well. The Bethlehem archives date from 1457 and those at Winston-Salem from 1753. Since the Moravian centers were required to maintain detailed records of their activities, the materials contain important diaries

¹⁵ For a further description of Methodist archives, see the article by William E. Lind, in this issue.—ED.

kept by local ministers, letters, memoirs, and manuscript music, as well as the usual church registers and related records.¹⁶

PRESBYTERIANS. Of the major Protestant denominations, the Presbyterians probably have the best and most complete archival administration. The extensive holdings of the Presbyterian Historical Society, Witherspoon Building, Philadelphia, pertaining to the Presbyterian Church in the United States of America, serve as the archival center of the recently organized United Presbyterian Church in the U. S. A. Included among its holdings, which begin in 1600, are official records of the annual General Assembly and of synods, presbyteries, and other church organizations, as well as 50,000 letters from domestic missions in America and 250,000 microfilm copies of letters written by missionaries to the Board of Foreign Missions, about 14,000 letters from missionaries among the American Indians, the Sheldon Jackson collection, and part of the John D. Shane collection. An important subsidiary archives is in the San Francisco Theological Seminary Library, San Anselmo, Calif. The manuscripts in this seminary comprise the official records of the church and papers of or relating to missionaries and ministers of this geographical area. Other subsidiary archives are the libraries of the following theological seminaries: Princeton, N. J.; McCormick at Chicago; and Dubuque, Iowa (primarily for materials on the German-speaking section of the church). There are also archives in the Maryville (Tenn.) College Library. Records of the former United Presbyterian Church and of its predecessors, the Associate and Associate-Reformed Presbyterians, are in the Pittsburgh Theological Seminary Library. The large and important central archives of the Presbyterian Church in the United States (Southern) is the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, N. C. Containing records of its higher courts (General Assembly, synods, and presbyteries), collections of personal papers, and related records, it rivals that of the Northern church. In addition to the records collected in the foundation, minutes of organizations of the church and related records are in the libraries of the Union Theological Seminary, Richmond, Va., and the Louisville Presbyterian Theological Seminary, Louisville, Ky.

PROTESTANT EPISCOPAL CHURCH. The Church Historical Society, with quarters in the library of the Theological Seminary of the Southwest in Austin, Tex., is the official custodian of the general archives of the Protestant Episcopal Church.¹⁷ Among the depositories containing Episcopal diocesan archives are the library of Trinity College, Hartford, Conn.; the Maryland Diocesan Library, Baltimore; the Massachusetts Diocesan Library, Boston; and the Virginia Diocesan Library, Richmond. Other significant collections relating to the Episcopal Church are in the General Theological Seminary in New York City and at Yale University.

REFORMED CHURCH IN AMERICA (DUTCH). The archives of the Reformed Church in America are in the New Brunswick Theological Seminary

¹⁶ For further details on Moravian archives, see the articles by the Rt. Rev. Kenneth G. Hamilton and by W. H. Whiteley, in this issue.—Ed.

¹⁷ The archives in Austin are discussed in an article by Dorman H. Winfrey, in this issue.—Ed.

Library, New Brunswick, N. J. The library of the Holland Society of New York, in that city, also has some records relating to Dutch Reformed churches.

SCHWENKFELDERS. The Schwenkfelders, a small religious sect in southeastern Pennsylvania with only five churches and a total membership of about 2,500, have the kind of library of which many large denominations would be proud. The Schwenkfelder Library at Pennsburg, Pa., boasts some 100,000 items, chiefly 1550-1850, containing a wealth of information relating to the history of the churches and their members in Europe and America.

UNITARIANS. The Library of the Meadville Theological School in Chicago is one of the principal depositories of the Unitarian Church in America.

UNIVERSALISTS. The Universalist Historical Society has a collection of archives and manuscripts in its library at the Crane Theological School, Tufts University, Medford, Mass.

SPECIALIZED MATERIALS. In discussing the records of various denominations, some information has been given relating to certain mission collections, such as the records of the American Board of Commissioners for Foreign Missions and the American Home Missionary Society. There are, however, a few other specialized collections that should be considered. One is the Missionary Research Library in New York City. This research center originally was sponsored by the Foreign Missions Conference of North America. By the late 1920's it had a sizable collection of Protestant missionary literature, but its existence was threatened by the depression. The Union Theological Seminary thereupon cosponsored the library, and in 1929 it was moved to the seminary. It now operates under a committee of twelve, which represents the Division of Foreign Missions of the National Council of the Churches of Christ in the U. S. A. (the former Foreign Missions Conference of North America) and the Union Theological Seminary. Among the archives in its custody are those of various missionary conferences and movements, as well as papers of eminent missionaries and some records relating to early mission work among North American Indians. Other specialized collections are the Moodyana Exhibit at the Moody Bible Institute in Chicago and the records of the American Bible Society in New York City.

This survey is, of course, neither inclusive nor conclusive. Much remains to be done to publicize the whereabouts and holdings of church archival repositories. The American Theological Library Association now plans to publish a guide to the archival, historical, and periodical literature of American religious bodies;¹⁸ and August R. Suelflow, as chairman of the Church Records Committee of the Society of American Archivists, plans to issue a list of depositories of religious archives of the United States. These projected works will, when completed, be very useful.

¹⁸ Pierson, in *Library Trends*, 9:217.

The Struggle of Church Archives for Respectability

By AUGUST R. SUELFLOW*

Concordia Historical Institute

CHURCH archives are virtually as old as those of any other institution in America, but from the aspect of respectability church archives and depositories are only now coming into their own. In the colonial period, although some ecclesiastical institutions maintained archival collections quite "religiously," the general practice was to preserve ecclesiastical records insofar as they were of value to a parish, a missionary, or the officials of a movement or denomination. Thus, when one attempts to define church archives and depositories, he is confronted with many difficulties at the outset. To my knowledge, no such definition has been devised, and most depositories specializing in church records have gone on the assumption that they will collect any items that portray the development, growth, and outreach of their organization.

Further difficulties in defining church archives are encountered in efforts to isolate ecclesiastical from secular historical records. Church records are eagerly sought. Thus, for example, State or local historical societies frequently have been concerned about the proper preservation of religious records originating in their States. The earliest and most valuable records in a county are often those of an ecclesiastical institution or parish. Even as it is difficult to distinguish between religious and secular history, so it is difficult to isolate strictly ecclesiastical source material from the secular. For the mass of material we call church records and church archival materials enters variously upon almost every area—social, economic, genealogical, governmental, frontier, geographical, and local. Shifts in population, agricultural history, land settlement, Indian history, and many other subjects are closely intertwined with the history of the church, either local or regional.

We submit that church archives are in a struggle for respectability. American churches present a somewhat uniform pattern

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in the developmental stages of their archives programs. Initially, as a rule, an elected church official by virtue of his office (perhaps that of secretary) was held responsible for the safekeeping of records that required special care in view of prospective use. But, as the collection grew and its immediate practical value declined, it may have been transferred to the library of the nearest or the largest theological seminary of the denomination. There, unless an individual faculty member was particularly interested in the collection, it probably was not extensively used.

Simultaneously with such "official" depositories, personal collections were begun. These had their roots in personal or family interests. Somewhere along the line a "historical society" probably was organized, and this fought for its life against financial limitations and the general lethargy of the denomination's membership. In the course of the struggle for respectability, which includes the gathering of respectable collections and a respectable use of the collections for respectable historical purposes (not for propaganda or to meet a crisis but from an intense desire to ascertain *wie es eigentlich gewesen ist*) church archives came of age. After this began the systematizing of collections, coordination, and a worthwhile collecting and service program.

Even while this struggle was going on, the crusaders for historical collections were acquiring not only archival but also library and museum materials. In other words, they looked upon the denominational records collection as consisting of any materials that would contribute to the story of their church. In this respect historical collecting within the denominations parallels somewhat that of secular agencies, except that many church institutions have not reached the point of absolute separation of archives from their other collections. Thus the interests of church depositories are not primarily restricted to archives. Interests of church record-keepers go beyond the specialized scope of professional societies such as the S. A. A. (heresy!), the American Theological Library Association, the American Society of Church History, the American Historical Association, the American Association for State and Local History, and the National Museums Conference. They dabble in all of these, and consequently may have become jacks of all trades and masters of none.

Deterrents to the growth of church archives may have been shortages of funds, manpower, facilities, or equipment. With one or more such shortages, the trend to develop respectability would be gradual at best.

In addition to the difficulties sketched above, we may name several others. If these problems are pinpointed, a solution for them may be found more readily.

Among the first is the need for a better training program. As already indicated, the average servant of church records cannot easily get his training from any one of the existing professional organizations. By the very nature of his collection and by the demands made upon him, he must be extremely versatile. There is no postgraduate course except that of intense specialization in certain areas to the detriment of others. Conferences and workshops of the various professions frequently discuss the training of a professional worker on governmental levels but rarely consider the broad interests and requirements of those who serve in the area of church records. Membership in professional societies and extensive use of professional journals, as well as participation in the annual meetings, have definite advantages but cannot meet completely the needs of the ecclesiastical recordkeeper. Not only is he confronted with a broad directive to operate library, archives, and museum; but the fact that he serves a specific denomination tends to make him a specialist's specialist. Even such matters as a subject classification system can be tremendously difficult for him because he must constantly adjust to the esoteric terminology of his group and the literature under his care. Thus, filing systems, inventories, and guides will vary from collection to collection; and he is forced by necessity to gain his experience as he becomes more intimately involved in the total operations and services expected from him. In the pursuit of his tasks he frequently asks himself whether he is fish, flesh, or fowl, whether he is museum curator, theological librarian, or church archivist.

For practical reasons, the scope of his collection may not be thoroughly and adequately defined. But even a formal definition is likely to be based upon the available facilities, the financial resources, and the archivist's power to persuade the "creators of records" to turn over their materials to the official archives. As a general principle, the scope of the collection of any church records depository should be neither too broad nor too narrow but should be oriented primarily to the group it purports to serve. The sponsoring organization that underwrites the cost has a right to expect the depository or archives to meet the needs of the denomination.

Newly established denominational collections frequently tend to be far too inclusive. Apparently the management feels that it can earn respectability by reporting huge quantities of materials rather than by putting emphasis upon limited, narrowly confined, intensely

valuable, and apposite collections. The questions that must be answered whenever material is offered to a religious historical institution, are: Is there a more logical place for this material? Will the average research historian be looking for it in a denominational archives? Does it actually pertain to the work of the sponsoring church?

Another danger confronting many church archives is that they can tend to become ecclesiastical attics. Anyone and everyone who has materials, even when of questionable value, seems to feel—for reasons of family pride, personal interests, or what have you—that they ought to be transferred to a public institution when he can no longer care for them adequately. This problem is serious when such materials have been accepted with the obligation of continuous care and preservation.

The absence of a workable records management program in ecclesiastical administration adds to the confusion. This may result in a huge accumulation, so horribly confused that it may take years to separate the wheat from the chaff; or—and this perhaps happens more frequently—*ad hoc* and other church functionaries may destroy their papers after their jobs have been completed. The church archivist ends many a day in frustration!

The complexity of the church archivist's problem is indicated by the type of records he must have available in order to serve his clientele. The following list is typical:

1. Parish or congregational historical materials, including general church histories, published histories, and parish records and other materials that relate the story of a local congregation in its environment.
2. Biographical sketches of the clergymen, teachers, and lay leaders of the denomination, printed or manuscript.
3. Reports of official conventions, official minutes of boards and commissions, committee reports, mission reports, and the like.
4. Manuscript collections, especially the correspondence of the members and leaders of the church, sermons, special reports and observations, journals, and diaries.
5. Serial publications. (Since churches have been voluminous publishers, the collection of serials can sometimes take on enormous proportions. Among Lutherans, well over a thousand serials above the congregational level have been published in America during the past 250 years, yet a church archivist-historian must make real efforts to acquire such resources.)
6. Church books, whether published or in manuscript. (The agenda, liturgies, formularies, catechisms, hymnals, instruction manuals, Bibles, and prayer books produced by the denomination must be included for historical reference purposes.)
7. Maps and photographs used or issued by the workers in the denomination.
8. Commemorative medallions, coins, and medals.

9. Other museum pieces. (Paraphernalia used by traveling missionaries, communion vessels, altar furnishings, and other church-related items become source material for a proper study and evaluation of the church's work.)

In short, paradoxical though it may seem, the church archivist-historian must become a specialist and yet remain a jack of all trades. The management and support of individual church archives frequently vary as much as their objectives, scope, and activities. A recent survey indicated too small a budgetary allotment among several of the major American Protestant denominations; some even receive no official financial support whatever. This problem cries for solution. Naturally, a wide divergence of scope, operations, techniques, and management results from this unhealthy condition.

The management of collections varies from denomination to denomination. Some depositories have been fortunate enough to develop policy-making boards responsible to denominational conventions or assemblies. Others have the unenviable position of serving as adjuncts to theological libraries or to boards uninterested in archives. Not many denominational collections have progressed to the point where a full-time executive, with an adequate staff, services the entire collection. The growing trend, at least among Lutherans in America, attaches the department of archives to the governmental function of the church, through either the president or the secretary.

Because control varies, management and responsibility are somewhat hazily defined, and as an unfortunate consequence depositories do not receive adequate support for maintenance or service. As an adjunct to another denominational program, one cannot expect the archival and historical emphases to develop and expand as they should.

Reporting is important in conveying information to the constituency in order to create a better understanding of the work, to win additional friends and supporters, to demonstrate that church archives are of service, and to obtain additional archival materials. In order to reach out effectively—and no archival collection can operate in a vacuum or without constant use—we suggest the following coverage in a report to the constituency of the church or operating body:

1. Report on the general and/or specific objectives of the archives, historical library, and museum. Indicate what you are attempting to do.
2. In demonstrating these objectives, report convincingly that your organization is the only one endeavoring to carry out these services.
3. In the proper time and place, spell out the philosophy underlying archival and historical work: a loyalty to the heritage, scriptural injunctions admonish-

ing proper transmission of the Gospel, references to any transitional movements, and utilitarian purposes.

4. Report in detail on services rendered by the institution. Among the services one might list: research, counsel and advice, the gathering and supplying of bibliographical data, extension services, microfilm services, and museum work.

5. Refer to the scope of the collection and the materials and literature desired, and give a general idea of what is currently available.

6. Do not overlook references to the capabilities of the staff.

7. It would be ideal to issue at intervals special reports on accessions—summaries rather than complete and detailed reports.

Where should these reports be made? An annual report, at least, is required at the convention or assembly of the parent organization. In our case, the Lutheran Church—Missouri Synod meets in triennial convention, and the major reports to our entire church body are therefore made triennially. Where annual conventions are held, the reports should be transmitted annually. (The serial publications of the church in periods between conventions are excellent media for interim reports, feature stories, queries, and special requests for materials.)

A detailed general report should also be rendered to the fiscal board of the denomination, where most budgetary allotments originate. Of course, if your institution has a sponsoring society with membership, possibly even a historical publication such as ours, reports should be made to the members. Such a society is naturally helpful in consummating work, enlarging the collection, and doing local scouting at the grass-roots level.

Conferences and meetings of clergymen and of women's or men's groups serve as excellent targets for reporting. The archivist can well use these meetings as sounding boards for new projects and prospects and may even find financial help there. We Lutherans conduct conferences or workshops for our church's district historians and archivists every three years. Although these tend to become rather technical in their approach to services rendered and to problems of gathering and organizing materials, their reporting potential is outstanding. Such regional archivists serve as the liaison between the parish and headquarters. Finally, one should not overlook the avenue of correspondence in reporting. I believe that the greatest good will can be created through personal letters as well as personal contacts with visitors.

Thus collecting, preserving, and utilizing church historical materials becomes an extremely personal matter. It's a big job—this struggle for respectability—but it is one of the most gratifying and enjoyable areas of work.

Catholic Archives and Manuscript Collections

By THOMAS T. McAVOY, C.S.C.*

University of Notre Dame

FOR many years the chief centers of manuscript materials and records on the Roman Catholic Church in the United States were the Catholic Archives of America, organized by James F. Edwards at the University of Notre Dame, the papers of the American Catholic Historical Society of Philadelphia, and the collections of the libraries of Georgetown University in Washington, D. C., and St. Louis University in St. Louis. Nearly every Catholic college library had a small collection of documents dealing with its own institutional history and the Catholic activities of the neighborhood and perhaps of the neighboring diocese. The archdiocesan archives of Baltimore were intact and constituted the chief actual archives of the Roman Catholic Church in the United States because Baltimore had been the first diocese and the first archdiocese and had even functioned as a kind of primate see until the appointment of the Apostolic Delegate in Washington in 1893. But, since there were no universal church laws on archives in force in this country before the recodification of canon law and the publication of the Code in 1918, the contents of other diocesan and archdiocesan archives were dependent upon the personal interests of the bishops and the members of their official households. It was to check the frequent destruction of such papers that Professor Edwards, the librarian of Notre Dame, founded the Catholic Archives of America as a central depository. He never succeeded in assembling the extant papers before his death in 1911. The Code of Canon Law, put into effect in 1918, required that each bishop keep his own archives as well as those of his predecessors if their papers existed. The present Archives of the University of Notre Dame, the successor of the Catholic Archives of America, while preserving the papers that Edwards collected, also has collected the official papers of the university and certain personal papers of Catholic bishops, priests, and laymen.

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Religious societies, such as the Jesuits, the Dominicans, the Redemptorists, the Sulpicians, the Holy Cross Fathers, and the like, have their own records and frequently the religious records of parishes and missions attended by members of the society. The availability of these records depends upon the superior and his archivist, and the rules of most religious communities provide for the keeping of a chronicle and the appointment of an archivist. Unfortunately the personal records of the members of any society depend upon the interest of the person himself, and the general mobility of members of these communities and the vows of poverty they take tend to keep at a minimum the records and old correspondence they retain and leave behind when they die.

Before discussing my own activities of recent years, I might point out some of the technical difficulties of the Catholic official archivists. The first problem is that of the archivist himself. Either he is an active assistant chancellor or secretary and therefore heavily burdened with many other duties, or he is a person of limited health and activity. In either circumstance, the amount of purely archival work that he can perform is quite small. Further, the diocesan archivist is usually a canon lawyer who has to participate in the canonical problems of the diocese.

Diocesan, religious, and university archives among Catholics suffer along with others from the modern multiplication of records. If the man holding the office of chancellor of a diocese or secretary of a province or congregation is very efficient, he will generally eliminate the duplications of documents. Some of the more efficient, I have found, are almost too efficient, leaving the records reduced to the bone. The less efficient the officer the more abundant the records and the greater the amount of unnecessary records and duplicates. I have found, however, that the suggestion of inviting an adviser on the disposal of unnecessary records is not commonly welcome. The total result is that one may not generalize on what the historian of the next generation will find in these archives.

Of the older collections of manuscript materials outside of the official chancery archives, undoubtedly the most important in the past were those at Notre Dame and in the Philadelphia historical society, although the Georgetown collections included the papers of John Gilmary Shea, the first important historian of the Roman Catholic Church in the United States. In more recent years the Catholic University of America has established a Department of Archives and Manuscripts in the university library. Besides the papers of the university, the department has acquired such docu-

mentary materials on labor as the Terence V. Powderly papers, the John Mitchell papers, the Philip Murray papers, the papers of the late Msgr. John A. Ryan, and the like; and the early papers of the National Catholic War and Welfare Councils. In this depository also have been collected the transcripts of the papers of John Carroll, first Bishop and then Archbishop of Baltimore, which are to be edited and published with Federal encouragement. Another collection of growing importance is that of the Baraga Association of Marquette, Michigan. Although it collects primarily documents bearing on the life of this zealous missionary among the Indians, the association has assembled materials from France, Germany, Austria, Yugoslavia, and Italy on missionary activities and also has acquired transcripts dealing with the fur trade and other secular activities in the regions around Lakes Michigan and Superior.

The collections of the Catholic Historical Society of Philadelphia, which are now stored at St. Charles Seminary at Overbrook, are rich in early Catholic Americana and Catholic newspapers and contain some important collections of personal correspondence. These are being reorganized by Batholomew Fair, the seminary librarian, with the aid of student assistants. Some progress has also been made in microfilming the early newspapers of the collection, many of which are unique and irreplaceable. The library of Marquette University has announced the formation of an archives on the history of Catholic journalism in the United States. Since Marquette was the first Catholic school of journalism in the country and has been very active in the field, this should become a very important center for the student of Catholic journalism in the United States. The collection of transcripts from the Vatican Library now housed at St. Louis University, although it does not concern American history, is very important to American scholars.

Since the enactment of the new Code of Canon Law of 1918, American Catholic archives dealing with the official organization of the Church are governed by universal church law. While there was already a general requirement for the preservation of the records of baptisms, confirmations, and burials, which usually was fulfilled quite well, all other records were left to the whims of the individuals who possessed them. Under the code the chancellor is the archivist of the diocese, although the ordinary duties of the archivist are usually assigned to one of his assistants. Because the assistants are almost always burdened with other chancery chores, the older records do not generally receive much attention. Another loophole in the church law, from the point of view of the historian,

is the lack of law governing the preservation of what might be called the bishop's personal papers. If a bishop is personally very active the destruction of his papers by himself or his heirs could eliminate many important documents, even though they would not be official records. Another provision that has not been clearly defined is the separation of secret archives from the other archives. These secret archives contain documents, mostly sacramental in character, which need to be preserved at least for a while but which come under the laws of natural or sacramental secret. These are eventually destroyed. The transfer of papers, temporarily secret, to the secret archives would allow historians greater access to the rest of the diocesan archives.

In general American Catholic archives have not followed the hundred-year rule of the Roman archives but are accessible up to almost contemporary times. The question of storage space has begun to plague many diocesan officials, except in the newer buildings. In some cases the only solution will be absolutely dead storage until new chanceries are constructed. Some chanceries have obtained bombproof storage places for older records. A third handicap to archival work in most archives and manuscript collections is the lack of endowment to take care of cleaning, proper storage, and cataloging or calendaring. This raises an important problem for the student of more recent church history. Since the very private correspondence is stored with the unimportant, and not cataloged, the curator is unwilling to allow the researcher access to any of the records. Secondly, since these records are locked up in deep storage, no one knows when they will be made available.

Aside from St. Louis University with its Vatican transcripts, the Catholic centers most active in collecting manuscript materials are the University Archives at Notre Dame and the Department of Archives and Manuscripts at the Catholic University. Father Henry Browne accomplished admirable things during his short tenure at the Catholic University, especially in the fields of labor relations and labor unions. His successor is Father Robert Trisco of Chicago, who received his training in Rome.

In the University Archives at Notre Dame, aside from the assembling of official archives and collections dealing with the university and the neighboring community, the collecting of new groups of manuscripts has continued. With the aid of assistants the calendaring of the older collections has progressed, but rather slowly. My assistant, Mercedes Muenz, has been working on the calendar of the New Orleans papers and has completed it just about to the end

of the Spanish period. The Hudson papers are about half calendared and the Detroit diocesan papers are about two-thirds finished. The Brownson, Edwards, and Cincinnati papers are already calendared. New collections added in recent years are those of Frederick Kenkel, director of the Central Verein of St. Louis, the personal papers of Bishop McDevitt of Harrisburg, the papers of the family of Gen. William T. Sherman, and the papers of Frank C. Walker.

Another activity of the Notre Dame Archives has been collecting transcripts of letters of missionaries from American to European centers. These letters are like the Jesuit Relations of still earlier days in that they were written to promote the interest of Europeans in American missions and to obtain funds for this missionary activity. The chief centers supporting this activity, outside of Rome, were at Paris and Lyons; and the University Archives with the aid of the Baraga Association of Marquette has obtained transcripts of the files of these organizations dealing with the United States. The Austrian missionary society, the Leopoldinen-Stiftung, has very extensive records in the archdiocesan archives at Vienna. So far only the records dealing with the Middle West have been copied, but the copying of the other records has been arranged for. Also, records in the City Archives in Vienna dealing with these missionary affairs are being copied. The Munich Ludwig-Missionsverein records have also been copied. Some records have been obtained from Ireland and from Yugoslavia, but the records from Italy are handicapped by the Roman rule of withholding records from searchers until the passage of a hundred years. Eventually these Roman records will probably be found to outweigh in value the other letters, since they constitute official reports of the missions and the mission fields. In arranging the transcription of European records the Notre Dame University librarian, Victor Schaefer, has been very helpful, even supplying funds from the library budget on occasion. The chief collaborator has been Joseph Gregorich of the Baraga Association, who personally arranged for most of the transcriptions. The Baraga Association has also copied, translated, and duplicated most of these records useful for the cause of Bishop Frederick Baraga.

Other collections, besides those in diocesan chanceries and offices of religious superiors that are of value to the historian include the collections on Franciscan history assembled by the Academy of Franciscan History in Washington, D. C.; the collection on Dominican history at the Dominican House of Studies at the Catholic

University; the Jesuit collections at Woodstock, Md.; the materials at St. Louis University; and the collection at Mount St. Michael's in Spokane, Wash. Other Catholic libraries that have begun to collect Catholic Americana include Holy Cross College, Worcester, Mass.; St. Vincent's Archabbey, Latrobe, Pa.; St. Bonaventure University, Olean, N. Y.; St. John's University, Collegeville, Minn.; and San Francisco University.

In 1957 there was completed and published a calendar of the *Archives of the Archdiocese of Santa Fe, 1678-1900*, by Fray Angélico Chavez, O. F. M. A few years ago I had occasion to consult this notable collection of papers and as a result I think the published volume represents a notable achievement. The papers included chiefly concern the Franciscan missions of the region and the episcopate of John Lamy, the Archbishop of Santa Fe whose story has been so deftly told by Willa Cather. Included in the calendar are the items collected for the history of the archdiocese by Archbishops Gerken and Byrne during the past three decades from archives in this country and Mexico. Few diocesan chanceries have either the funds or the manpower to undertake similar calendars.

It was suggested that the financial problems of archives in Catholic America be explored. Frankly, I cannot generalize on this point. Although I have accumulated a small endowment for the University Archives at Notre Dame, the sum is not large enough yet to allow more than small purchases from the annual income. I doubt that any other Catholic manuscript or archives collection has any endowment. The preservation of records in the diocesan archives is taken care of by the diocese as part of the office maintenance. In universities and colleges the librarian is usually short of help and has to struggle to get suitable salaries for the staff. I find that when a community or diocese decides to prepare an official history the authorities are quite generous in paying the costs of collecting materials for the history. That is the usual beginning of a notable archival and manuscript collection, which is housed either in the chancery office or in a nearby college or university. I think most archivists who have been successful in gathering funds would rather not speak about either their sources or their methods.

The Moravian Archives at Bethlehem, Pennsylvania

By KENNETH G. HAMILTON*

Archives of the Moravian Church

MANY springs must mingle their waters before a stream is born. So the broad current of our American way of life has sprung from countless sources, remembered or forgotten. Not the least significant among them are the many different religious movements that have helped to make this country the land we know today. It is my privilege to speak about one of the smaller of these communions, the Moravian Church, and more specifically about the voluminous records it has created and preserves in the Moravian Provincial Archives at Bethlehem, Pa. Recognizing, as you certainly do, the claims of a church to the loyalty of its members, I hope that you will deal charitably with any unduly enthusiastic comments you may detect in this paper. Though I shall try to treat my subject objectively, familiarity with a specialized field often makes it difficult to view it in proper perspective. Yet, so far as I know, there are not many depositories of church records in our country that contain holdings of the scope or variety to be found in our own at Bethlehem. To say this is admittedly to stake out quite a claim. Let me try to justify it. You will be the jury.

Our library of books is not unusually impressive as to size. We have something over 7,000 volumes. Yet certain features of this collection bear underscoring. In the first place, I wonder whether there are many church libraries in this country with a nucleus of books that can be traced back to the middle of the eighteenth century. Our earliest catalog is dated 1751. At that time the Moravian library at Bethlehem contained 194 titles, and most of these are still on our shelves. Before the end of the century the collection included an interesting number of works on art, architecture, and medicine, besides those you would expect to find—volumes on theology, philology, literature, and travel. Further, our present holdings embrace a special library gathered nearly a century ago

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by William G. Malin of Philadelphia. His interest centered in the history of the Moravian Church, and he spent much time and money in acquiring books, among them many rare volumes that had survived the counter-reformation in Bohemia and Moravia, when Protestant literature was systematically hunted out and destroyed. Czech scholars have assured us that ours is a really important collection of early Moravian works.

Other visitors to the Archives have become enthusiastic about the paintings on the walls of the mezzanine floor, particularly a series of 32 portraits of eighteenth-century Moravian Church dignitaries, the work of Valentine Haidt. He was an artist turned clergyman, who preached with his brush. By preference he depicted scriptural scenes, especially those relating to the Passion. He spent the latter part of his life in America, from 1754 to 1780, and he is increasingly recognized as a noteworthy figure among colonial painters.

On the third floor of the building we treasure an important collection of early music, mostly in manuscript. This also dates chiefly back to the eighteenth century, when music served both as a channel for inspiration and as one of the few forms of recreation available in the frontier Moravian settlements. Many of these scores were composed by our forefathers; even more of them represent music they had learned to love in Europe and had painstakingly copied for the use of the little orchestras that nearly every Moravian center then boasted. This practice has resulted in the discovery of compositions that have been lost to Europe in the interval. Indeed, these yellowing pages are coming into their own again, and growing interest in Moravian music, vocal and instrumental, is being shown by authorities in this field.

But the main holdings of the Moravian Archives in Bethlehem consist of the manuscript records of our church in America. Let me first briefly outline the number and range of these documents and then devote most of the time you have allotted me to a discussion of the motives and the forces which created them and which led to their preservation.

According to a fairly careful estimate, the main manuscript room contains more than 500,000 pages of material covering many fields of church activity. Besides these some 800 manuscript maps and sketches of Moravian locations or plans for buildings are stored in the map room. Still another room houses the records of the church in its business undertakings, particularly those carried on during the period of the so-called Economy—that is, roughly, the

first 20 years in Bethlehem. At that time those living there shared in an experiment of communal living; all served the church without thought of financial reward and were willing to have their industry support extensive Moravian religious activity among settlers and Indians. The community kept detailed records during these years, listing articles acquired or sold, goods produced, stocks kept, industries attempted, farms worked, and the like. Let me give you a list of the various occupations covered by these accounts during the eighteenth century: the apothecary and surgeon, the baker, the blacksmith, the brick and tile maker, the leather-breeches maker, the butcher, the carpenter and cabinet maker, the cloth weaver, the cobbler, the cooper, the distiller and dyer, the foundry operator, the fuller, the gristmill, the gunstock maker, the hatter, the locksmith, the mason, the millwright, the oil miller, the pewterer, the potter, the nailsmith, the saddler, the saddletree maker, the saw-mill operator, the silversmith, the skinner, the soap maker, the stocking weaver, the tailor, the tanner, the tawer, the turner, the wagon builder and wheelwright. Besides these trades or professions, accounts were kept for church activities proper and also for the farms, the forests, the dairy, the orchards, the stage coach, the ferry, the store, the taverns, and the schools. There are more than 700 manuscript books in this section of the Archives, together with drawers full of loose records. The total in this room alone must be more than 300,000 pages.

You must add to all of this the individual archives of the various congregations other than that at Bethlehem, the documents belonging to the denominational boards, and the records of the theological seminary, the college, and the church schools. A conservative estimate places our total manuscript holdings at more than a million pages.

Quantity is one thing, however, quality another. The real significance of the Moravian collection must rest not upon its size but upon the nature of its documents. In trying to indicate their character, I must touch briefly upon the history of the church and the kind of people who created these records.

Our church came into being in Moravia in 1457 or 1458. It began as a fellowship of earnest men and women, influenced by the teachings of John Hus and by the ideas of other even more radical social reformers, prominent among whom was Peter of Chelcic. In 1468 our forefathers organized an independent Protestant church with an episcopate of their own. They called themselves the *Unitas Fratrum* but were known commonly as the Bohe-

mian Brethren; their enemies by preference applied far less complimentary terms to them. The movement flourished. When Luther nailed his theses to the door of Schlosskirche at Wittenberg, the Brethren numbered in the hundreds of thousands, with churches spread throughout Bohemia, Moravia, and Poland. The Thirty Years War and the counter-reformation, however, brought all organized Protestant church life to an end in Bohemia and Moravia. Only here and there a religious underground continued to cherish the faith of their fathers.

Then in 1722 a few Moravian refugees fled across the border into Saxony, searching for liberty of conscience. They found refuge on the estates of Count Zinzendorf, who became their patron and later their leader in a renewal of the *Unitas Fratrum*, thenceforth known as the Moravian Church. Zinzendorf is much too complex to be adequately described by a thumbnail sketch. Whatever his shortcomings were (and he was unusually successful in stirring up opposition on the part of all manner of folk), there is no question of our church's lasting debt to him. He gave himself and his means without stint to the cause. He inspired his brethren, and through them the whole church of Christ, with a new sense of the urgency of the scriptural command to win disciples among all nations. It is now generally admitted also that Zinzendorf was two centuries ahead of his time in his commitment to the ecumenical ideal. Further, he had many creative ideas relative to the nurture of piety within a Christian congregation.

Zinzendorf had a sense of the importance of historical records. Early he gathered a considerable collection of family papers in the manor house at Hennersdorf. With the coming of the Moravian exiles, these increasingly took on the character of church archives. But later Zinzendorf himself became instrumental in scattering these documents. In 1736 the archives followed him into exile. Thereafter on his constant journeyings he often would take with him trunks full of papers, to have them available when negotiating with public authorities or influential private persons. In time the church archives were dispersed among centers like Herrnhut, Hennersdorf, Lindsey House at London, Geneva, Zeist in Holland, the Wetteravia, and other places. Remarkably enough, the person who first showed concern over this development was the Count's valet, one of the five young exiles from Moravia who bore the same name—David Nitschmann. In time he came to be distinguished from the other four by the title of Syndic and was consecrated a bishop of the church. Nitschmann did his utmost to keep track of the records

and to organize them effectively. In 1765 he spent some time in Bethlehem and put the American records in order. The catalog that he produced lists the manuscripts under 300 or more headings.

A trait of Zinzendorf's also helped to promote the creation of extensive records in the remote outposts of the church, such as Bethlehem two centuries ago. The Count earnestly desired to keep alive among the Brethren a strong unity of spirit, a quality the more essential to the church the farther afield its settlements spread. To help achieve this he developed a remarkable system of intercommunication. Each congregation was charged with keeping an official church diary. Usually one of the ministers served as diarist, carefully recording day by day any events that seemed to him to have importance for the community. Bethlehem and many other Moravian centers were then and long remained "closed communities"—that is, towns in which none but members of the church were permitted to reside or to own property or to conduct business. For this reason the civic no less than the ecclesiastical life was under church control. Its affairs too were duly chronicled in the diary, as were many happenings outside the settlement that affected it. Periodically a copy of the diary was dispatched to headquarters—headquarters being wherever Zinzendorf resided at that time. He employed a corps of copyists, who condensed the diaries as they came from congregations in the homelands and the mission fields. The abstracts taken from them were then combined to produce a record of the life of the whole denomination at any given time. Of this enough copies were produced to supply the major Moravian centers throughout the world. The Bethlehem Diary from 1742 to 1871 contains 33,352 manuscript pages. The entries were made in German until 1865; the change to English came on June 14 of that year. The Bethlehem set of the volumes containing the Unity Diary from 1747 to 1818 has approximately 93,500 manuscript pages.

The system outlined above enabled the Count to keep abreast of important developments throughout the Moravian fellowship, and he was one who believed in one-man rule. More important, as I have indicated, this interchange of news made for solidarity within the church. The significance of this can hardly be exaggerated. During the early days Moravian settlements were effectively divorced from the life of neighboring communities. The Brethren purposely paid this price in an effort to promote vital godliness among their membership and to keep them free from destructive influences. Because of such isolation the ties that bound them to

others of their fellowship were most important to them. Thus, for instance, in the early years the diary repeatedly records that the Moravians in Bethlehem observed the church festivals according to the Gregorian calendar, so as to be one in spirit with their coreligionists in Europe, even though in Pennsylvania most settlements still followed the Julian year. Bethlehem Moravians constantly hungered for word from overseas. Often in a single church service reports would be read from places as widely separated as Russia, Egypt, the West Indies, and South America. When war interrupted communications with the homelands, this represented a real trial. Note, for instance, this entry in the diary for 1777:

On September 12, we had the great joy of receiving once again addresses and reports from Europe together with the Watchwords¹ for the year and letters from various Brethren and Sisters and of hearing of the well-being of the Schaukirks, Rusmeyers, and Gambolds. Provision for these hard times; God is faithful!

But, though the church diaries represent an important element in our collection (and the Archives has copies of similar diaries from most of the early Moravian congregations in America), they are by no means the only church records on our shelves. As can be expected, we have the vital statistics of Bethlehem, and of quite a number of our other congregations: births, marriages, deaths; also the records of ecclesiastical acts, such as confirmations, admissions to the Holy Communion, and ordinations. Since, for the first half century and more, American Moravians leaned heavily on the use of the lot for guidance, we have detailed reports of decisions thus reached. So too there are meticulous records of the services held and minutes of church boards, both local and denominational.

But another distinctive characteristic of the Moravian settlements has added appreciably to the number and the significance of our holdings: that is the organization of each congregation into the so-called "choirs." In them the membership was divided into separate sections. The married people formed one choir; the widowers another; the widows a third; the single men, the single women, the older boys, the older girls, and the children each made up a choir of their own. Special church workers had charge of each group and sought to provide it with spiritual guidance in terms appropriate to the age and station of those composing it. Each group had its own devotional life and its own regulations. In certain cases

¹ The Watchwords were collections of scripture texts for each day in each year, designed to help members of the church maintain unity in their devotional life as well. The first such manual was published in 1731; the book still appears annually.

a choir occupied a home of its own, where the members worked and ate together and shared joys and sorrows with each other. Each choir kept careful records, including diaries of its own. These too add color to the picture of the past.

Though our forefathers sought to be a people set apart, they could not, of course, avoid contacts with the authorities in the land. These became critical during the day of the Indian wars and again when the American Colonies threw off British domination. At that period the overwhelming majority of Moravians refused on conscientious grounds either to bear arms or to take an oath. This led to serious problems and to their repeated persecution by some military and civil authorities, though the records show a remarkable degree of understanding and broadmindedness on the part of the highest colonial leaders. These men had become familiar with the industrial output of Bethlehem, Nazareth, Lititz, and other Moravian centers, for Bethlehem particularly lay uncomfortably close to the lines of the struggle. When Philadelphia fell, some members of Congress found temporary asylum among the Moravians. At various times buildings in Bethlehem and Lititz were commandeered as hospitals. All this led to active correspondence between the church fathers and those who represented the Government. Needless to say, such letters now belong among our special treasures.

One other area of corporate activity has greatly enriched the Moravian Archives: the missionary enterprise of the church. Here the mission to the American Indians has special importance. It was administered from Bethlehem, though under the ultimate control of the church leaders in Europe. The missionaries had their headquarters in the American settlements, and this resulted in much coming and going. The Rev. John Fliegel recently spent some years cataloging and indexing about 50,000 manuscript pages in this section of our Archives. Among them are diaries, journals of travel, linguistic studies, observations on Indian customs, and the tragic story of the unending clash between settlers and redskins as the frontier advanced westward.

Second in importance to the Indian mission records are those describing the early evangelistic activity of the Moravians among German settlers in most of the 13 colonies. It is true that these documents deal primarily with the message given and the response it awakened in individuals and communities, but incidental comments at times shed light upon matters of specific interest to the historian. It must be admitted, however, that in this field one often

has to do a lot of threshing for a very limited amount of grain. Other Moravian missions are represented on our shelves, but less completely. Among them the missions in the West Indies and British and Dutch Guiana have provided the more significant collections. Labrador and Greenland are represented by only a few documents. In later years work among Eskimos in Alaska and Indian tribes in Central America has added to our holdings.

Finally, mention should be made of the personal records in the Archives. These include letters, incidental poems, birthday and autograph books, travel accounts, and the like. But easily the most significant items in this part of our collection are the autobiographical accounts of early Moravians. Of such accounts we have cataloged nearly 2,000. Many more, however, are incorporated in the diaries and in the archival collections of the individual congregations. During the eighteenth and well on into the nineteenth century it was customary for members of our church as they reached the eventide of life to set down their outstanding experiences. This was done in preparation for the memoir which would be completed by the minister and read at the funeral. The record was intended primarily as grateful testimony to the mercy of God, His providence, His faithfulness. It was the record of their *Gang durch die Zeit*—freely translated, earthly pilgrimage. Therefore, these documents relate chiefly to the realm of the spirit. It must be confessed that taken as a whole they contain a good deal of repetition and show a marked similarity to each other. Yet, religious convictions being a very important part of any man's life, this personal witness to the significance of such convictions in so many lives is itself historically valuable. Other historical facts are often to be recovered from these memoirs as well, so that research students in sociology have found their study rewarding. They have emphasized one unusual feature of this collection. The men and women whose experiences are thus described were not all leaders of the church or persons outstanding in their community. As a rule they were run-of-the-mill individuals, the common folk whom Lincoln said God must have loved. Apparently the social historian loves them too, for from these accounts he can draw a well rounded picture of what life was and meant for the average member of the church 200 years ago.

The Bethlehem Archives indicates the unusual value set upon historical records by early Moravians, for they preserved what most men thoughtlessly destroyed. I am impressed by a note in the

hand of Bishop John Ettwein, attached to the Bethlehem Diary for 1747. It was written in 1790 and reads in translation:

When the Synod at Herrnhut in 1789 discussed the Church Archives, mention was made also of the Bethlehem Diaries for the years 47, 48 and 49. The opinion was again expressed that they needed revision to make them intelligible and useful to posterity, because they were expressed in playful style and employed unusually many diminutives in accordance with the language of that time. I promised my Brethren to read through the diaries, etc., of those years, to make excerpts of what was useful and to get rid of the . . . [illegible].

In Nov. 1790, I read through most of the diaries for this purpose. However, I found it would be too considerable a task for me to make an abstract from them at this time. And to destroy the whole seemed a pity to me, although I do not know in what way they may serve posterity, except to provide evidence of the church life and activity of the Brethren.

This attitude is typical of the pious regard in which our forefathers held their church records. We cannot be too grateful for their having preserved them as they did. With the passage of time the records have been used in ways unimagined perhaps by those who first deposited them in the Archives. It is our task to cherish the treasure we have thus inherited, and to use it to the full.

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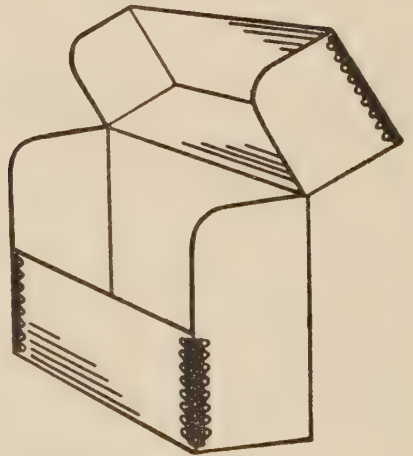
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The Records of the Moravian Mission in Labrador

By W. H. WHITELEY*

*Department of Northern Affairs
and National Resources
Ottawa, Ontario*

SINCE the middle of the eighteenth century the Moravian Brethren have been engaged in missionary activity among the Eskimos of northern Labrador. During much of this period Moravian missionaries have been virtually the only group of educated and literate people in this remote area. Their correspondence, reports, and other papers undoubtedly constitute the most extensive written records of the life of the Labrador Coast in existence today.

In 1771 the Moravians established at Nain their first mission station in Labrador. It remained the headquarters for the Labrador Mission until after World War II. The main impulse for the missionary venture came from the Brethren in Germany and in England. The former provided most of the personnel of the mission; the latter, through their missionary agency, the Society for the Furtherance of the Gospel, provided most of the financing and supply. It was also the Brethren in England who secured from the British Crown the necessary land grants for the mission settlements. Following the settlement at Nain, other mission stations were founded at Okak in 1776 and at Hopedale in 1782, to the north and south of Nain respectively. During the nineteenth and early twentieth centuries further mission posts were established on the Coast of Labrador, extending from Makkovik in the south, near Hamilton Inlet, to Killisnoke, close to Cape Chidley in the north. At present the Moravians still maintain four mission stations — Nain, Hopedale, and Makkovik on the coast, and an interior mission at Happy Valley, near Goose Bay, where the Superintendent of the Labrador Province is now stationed.

As the various mission settlements became established, the methodical German missionaries set up station archives, where were kept

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incoming letters, copies of outgoing ones, and other written records. Most of these records have been preserved intact through the years, though there have been inevitable losses consequent upon fires and the abandonment of stations. The present mission house at Hopedale dates from about 1850 and the original house erected in 1782 still stands. The Hebron mission house was prefabricated elsewhere in Labrador and in Europe, then shipped into the site and reconstructed piece by piece. It stands today, over a hundred years old, a unique structure worthy of preservation as a historical monument. Although a disastrous fire leveled the mission buildings at Nain in 1921 and destroyed most of the old records stored there, the frequent missionary practice of making several copies of important papers has reduced substantially the losses suffered.

In 1959 the Moravian establishment at Hebron, then the northernmost of the mission stations, was closed. It was judged an opportune time to remove from the Moravian archives on the coast those documents of historical importance in order to assure their continued preservation. In the summer of 1959, at the invitation of the Moravian church authorities, the Memorial University of Newfoundland sponsored a visit to the mission posts by the professor of German and the archivist-historian at the university. They obtained several cases of historical material. After these records were sorted and arranged at the university in St. John's, the Public Archives of Canada microfilmed them in Ottawa. The filmed material occupies 52 reels. The original records were then sent on to their final destination, the Moravian Archives in Bethlehem, Pennsylvania. The church books of the various mission stations, however, are to be returned to Labrador.

The records of the Moravian Mission in Labrador essentially cover the period from 1770 to the twentieth century. Most of them relate to the mission stations of Nain, Hopedale, and Hebron. The documents are generally in German, although some of the earliest and latest records are in English. Probably of first importance are the old church books of the various stations. They contain a comprehensive record of births, baptisms, confirmations, marriages, and deaths among the Eskimos and settlers in each locality. In addition they record the service of the Brothers and Sisters connected with each mission station.

There exists a formidable mass of correspondence written and received by the Brethren—letters to and from Europe and intra-Labrador correspondence. Much of the correspondence consists of letters to and from Labrador and the German Moravian centers of

Herrnhut and Berthelsdorf, the spiritual home of the missionaries. Of especial importance are the annual letters from the Conference of Moravian Elders (or Mission Board), in Germany, which acted as the directorate of the Labrador Mission. After the middle of the nineteenth century the annual letters to the mission posts were all essentially the same for each year. The annual letters dealt with a wide range of topics but with spiritual matters in particular. They brought general news of the home church, informed the missionaries about the recruitment, retirement, and death of church workers, mentioned Eskimo translations underway, and frequently commented on matters of church discipline. Sometimes they laid down rules for the missionaries to follow in their work with the natives. In turn the Brethren at each station returned annual "conference letters" to their superiors in Germany. In almost every case the missionaries made copies of these outgoing letters and filed them away in the station archives. The earlier letters in particular were copied with care on heavy paper. These copies are as legible today as when they were written. The conference letters to Germany covered practically everything of importance that had occurred during the past year. They reported on births, sicknesses, and deaths in the community; new members admitted into the church and members suspended; the weather of the past year; and hunting and fishing conditions.

The Moravian missionaries carried on a voluminous correspondence also with the Society for the Furtherance of the Gospel, the Moravian agency in London chiefly responsible for the material support of the Labrador Mission. It was the S. F. G. which sent out annually the supply ship that provided the necessities for the mission and brought back to Europe the produce of Labrador. A series of valiant vessels, among them the *Amity*, the *Good Intent*, the *Gleaner*, and the famous *Harmony* ships, navigated dangerous and scantily charted waters for a century and a half without serious mishap and never failed to reach Labrador. The mail of the annual boat always contained a letter from the S. F. G. to the Brethren at each station. (After 1834, essentially the same circular letter was sent to all the mission posts.) These annual letters informed the missionaries about changes in station personnel and told them what passengers were coming out on the ship, what provisions she was bringing, and the route she would follow. They also contained information on mission finances and on Moravian mission work elsewhere in the world. The letters were often supplemented by financial circulars, which dwelt in particular on the expenditures involved

in the operation of the mission, the progress of the trade carried on in Labrador, and the revenues derived from the sale in Europe of the cargo of the last year's ship. In the annual replies of the various stations to London, the missionaries presented a summary of the year's activities. Although the letters included personal news about the missionaries and reported on the progress of the work among the Eskimos, matters relating to the material welfare of the mission were featured prominently: hunting and fishing conditions, trading operations, stocks of goods on hand, and supplies needed. The letters often brought up financial questions, such as whether or not the Eskimos should have to pay for their medicines.

In addition to the overseas correspondence, there was a constant interchange of letters among the various mission posts in Labrador. This correspondence stretches back to the days of the first mission stations and, indeed, is in some cases more complete for the earlier years. Much of the correspondence consists of letters to and from the superintendents of the Labrador Mission—August Freitag, Theodore Bourquin, C. A. Martin, and the other missionary leaders who followed each other into the office on the call of the Mission Board. The missionaries discussed among themselves the goods to be ordered from Europe for the next year, the produce to be shipped to Europe, the agenda and dates of the next General Labrador Mission Conference, and plans for undertaking long journeys or starting new mission settlements. Naturally many letters dealt with the health of the Eskimos and of the Brothers and Sisters themselves. Frequently one mission station asked another for goods in short supply, especially nails, thongs, and dogfood.

Supplementing the mission correspondence are the station diaries. Each mission post faithfully kept a diary and sent copies to Germany and London in the form of annual reports. The diaries are intimate and detailed chronicles of life at the various settlements from year to year. They report on the arduous journeys made by the missionaries, the spiritual advance of the Moravian communities, the church services and festivals held, and the poverty and disease all too frequently present on the coast. The diaries include comment on climatic conditions from year to year; the supply of codfish, seals, and whales on the coast and of caribou and furbearing animals in the interior; and the subsequent effect upon the welfare of the natives. Even such domestic details as the progress of the mission gardens, cultivated in the brief subarctic summer, find their place. Many of the diaries present statistics at the end of the year, giving the number of Eskimos living at the mission sta-

tion, the number of children and adults baptized that year, and so forth.

The Moravian records also include reports of proceedings of the various church conferences held in Labrador: the General Labrador Mission Conference, usually convoked yearly by the Superintendent, and the mission and house conferences of each station. The General Labrador Mission Conference reviewed the progress of the work among the Eskimos and the conduct of the trade by the store Brothers. Subject to the approval of the Mission Board, it decided all important questions that concerned the whole or a part of the missionary work in Labrador. The mission conferences of each station dealt primarily with the spiritual life of the community: the conversion of the Eskimos, their baptism and entry into communion, cases requiring church discipline, and so on. The house conferences of the individual stations dealt more with practical matters connected with the physical operation of the mission: travels of the missionaries, food supplies, construction and repair of buildings, and the apportionment of household duties among the various Brothers.

Until 1926 the Moravian missionaries, under the direction of the Society for the Furtherance of the Gospel, operated trading stores in their settlements, striving to make their mission as self-supporting as possible. The Moravian records thus include much material bearing upon the trade and commerce of the coast. A great deal of information may be gleaned from the annual lists of goods required from Europe for the various mission households and trading stores. Similarly there are annual lists of the produce of Labrador shipped to London each fall. These lists are supplemented by invoices and bills of lading. We have for some posts inventory books itemizing the goods on hand and the goods to be ordered. Other account books list the goods (like sugar, coffee, butter, wine, and rum) supplied to the Brothers and Sisters individually. The business books also contain the prices paid for goods and the current wage rates for native labor.

Other records from the Moravian archives in Labrador range from descriptions of the lives and journeys of early missionaries to originals and copies of letters and other documents exchanged between the missionaries and governmental authorities. There are present copies of the British Order in Council of 1769 (and following Orders in Council), granting the Moravians land for settlements on the coast. With them are copies of proclamations in which Governors of Newfoundland afforded their protection to the mis-

sionary enterprise. Among the most interesting of the official documents are copies of proclamations issued by the King of France and by Benjamin Franklin granting safe conduct to the mission vessel for its annual passage to the Coast of Labrador during the War of the American Revolution. A manuscript dated 1770 recounts the explorations in that year of the advance party sent out to select a site for the first mission station. The great pioneer missionary Jens Haven compiled in 1780 a book of instructions for the missionaries to follow in dealings with the Eskimos. Another missionary filled a volume with weather observations made over a period of years at Hopedale; still another wrote down medical prescriptions or "recipes" suitable for use in Labrador.

The missionaries preserved a great many handwritten copies of periodicals issued by the church in Germany. Files of the "Parish News" and the "Weekly News," containing much information about church activities in general and missions operations in particular, cover the years from 1779 to 1859. There is also a collection of eighteenth- and early nineteenth-century printed and handwritten books containing sermons and speeches of Moravian leaders and other Brethren, as well as proclamations and proceedings of church synods held in Europe.

Included with the Moravian records are books in Eskimo, which testify to the industry displayed by the missionaries in mastering the language and using it in their work. There are early handwritten Eskimo dictionaries and grammars and translations into Eskimo of books of the Bible, Bible stories, geographies, and other school books. Samuel Kleinschmidt, an authority on the Eskimo language who was stationed at Godthaab in Greenland, discussed problems of the language in a series of letters to Theodore Bourquin, the Superintendent in Labrador in the latter part of the nineteenth century. Especially interesting are the letters written to the Eskimo community in Labrador from Moravian mission stations outside Labrador, thanking the Eskimos for their contributions to the work being carried on in such places as Dutch Guiana and South Africa. Most of these letters were probably originally written in German or English and were later translated into Eskimo.

The Moravian missionaries in Labrador, besides being missionaries, have had to be in their time doctors, traders, schoolteachers, journalists, justices of the peace, constables, and civil servants. Their records provide a comprehensive view of many aspects of life in northern Labrador over a period of almost two centuries.

Protestant Episcopal Church Archives

By DORMAN H. WINFREY*

University of Texas Archives

AMONG the major archival collections in Austin, Tex., are the archives of the Protestant Episcopal Church in the United States of America. These are now housed on the second floor of the library of the Episcopal Seminary of the Southwest, where they occupy approximately 6,300 square feet and are available to researchers in conjunction with the library itself.

The archives have been a major responsibility of the Church Historical Society, which was founded in Philadelphia on May 17, 1910, by a handful of laymen who felt that the church had an obligation to preserve the records of its own development. The society is one of the very few official organizations of the church that were founded entirely by laymen, and the chief architect in that founding was the late William Ives Rutter, Jr., who served as its secretary for over 40 years and as secretary emeritus from 1951 until his death. The Rev. Walter H. Stowe succeeded a roll of distinguished presidents in 1936 and is the society's leader today. A 1940 statement by the General Convention designated the society as

the official agency of the General Convention for the collection, preservation, and safe-keeping of records and historical documents connected with the life and development of the Protestant Episcopal Church in the United States of America, and to foster as far as possible the investigation of its history and the development of interest in all relevant research.

As an archival agency the Church Historical Society at its annual meeting on January 30, 1958, stated its functions as follows:

1. To receive, select, and preserve the archival records of the General Convention, together with those of its major committees and commissions, and the archival records of the National Council.
2. Wherever possible, to receive, select from, and preserve all archival records of the dioceses and missionary districts of the Protestant Episcopal Church in the United States of America, including parochial histories.
3. To receive and preserve publications of the unofficial institutions and

* Mr. Winfrey became Archivist of the University of Texas in September 1960. Formerly he was Texas State Archivist. He has contributed also to the *American Archivist* (23:431-437) an engaging paper, "The Archive Wars in Texas."

voluntary associations of the same Church and to maintain records of their activities.

4. To collect and preserve periodicals, both past and current, bearing upon the same Church.

5. To encourage use of the Society's Library as a depository for books, manuscripts, and photographs bearing upon the history of the same Church.

6. To collect, so far as may be feasible, biographical and bibliographical materials on the clergymen and lay leaders of the same Church.

7. To receive and preserve books and pamphlets about the same Church and those on whatever topic by Episcopal authors.

8. To maintain a small, carefully selected collection of general works regarding the Anglican Communion beyond the United States of America.

9. To receive and preserve, so far as may be feasible, records of organizations in which the same Church participates, such as the National Council of Churches and the World Council of Churches.

10. To publish such scholarly works in Church history and biography as editorial facilities and financial resources may permit, especially those based on archives in the custody of the Society.

Membership dues to the Church Historical Society and a budgeted appropriation from the General Convention of the Episcopal Church support the Archives. The society has the responsibility for custodianship and the employment of an archivist.

After many years in the chapel basement of the Divinity School in Philadelphia, where it was difficult for scholars, church historians, and others to make use of them, the archives in 1956 were shipped to Austin. Along with the library of the Church Historical Society, the archives are now housed in the beautiful fireproof and air-conditioned library of the Episcopal Seminary of the Southwest. Archivist Virginia Nelle Bellamy has been in charge since June of 1959, and with a staff of three student assistants and two part-time secretaries the work of arranging and cataloging is now in progress. The major holdings include:

1. Archives of the General Convention of the Protestant Episcopal Church.
2. An extensive file of diocesan journals, complete for a few dioceses; incomplete but fairly full for most dioceses. These are essential sources for diocesan history and important for general church and parish history.

3. Hand and typewritten copies of the reports of a number of missionaries sent to colonial America by the Society for the Propagation of the Gospel.

4. Archives of the Domestic and Foreign Missionary Society from the 1820's to the present century, including reports of missionaries and letters and accounts relating to missionary work.

5. Convention journals and periodicals of the dioceses.

6. A small library of books pertaining to the history of the Episcopal Church and a large collection of pamphlets on activities in the church.

7. A large collection of parish histories from all parts of the country.
8. Biographies of many bishops, other clergy, and prominent laymen.
9. A large collection of prayer books of the Church of England and of the American Episcopal Church.
10. Collections of bishops' letters, diaries, pictures, correspondence, journals, and sermons.

The scope of these collections can perhaps best be illustrated by listing some of the projects for which they have recently been used by scholars:

1. Beginnings of the church in colonial Massachusetts.
2. Early history of the church in the Pacific Northwest.
3. Missionary work among the Sioux Indians in Minnesota, Nebraska, and South Dakota.
4. Biographies of Bishops Ethelbert Talbot, Joseph C. Talbot, John Henry Hobart, and James DeWolfe Perry.
5. History of the Diocese of Louisiana.
6. History of the vestry system.
7. Applicability of English canon law to the American Episcopal Church.

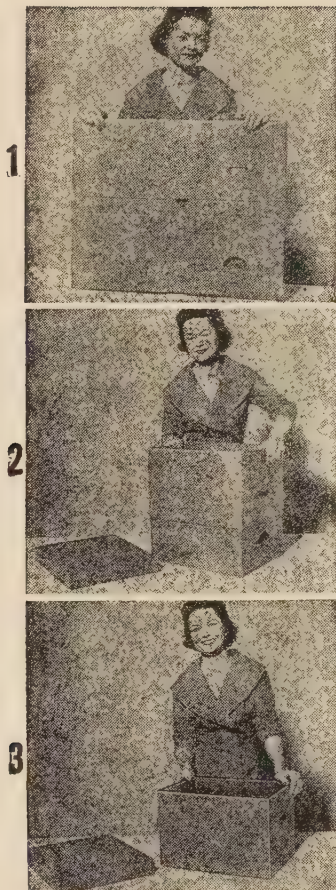
The archives provide a rich research field for students attending the Episcopal Seminary of the Southwest. Since the seminary furnishes the housing for the archives, the students have access to archival material and the archivist offers elective courses in church history. The Church Historical Society frequently publishes material based on research in the archives. Chief users are the seminary students, graduate students, genealogists, and scholars writing books on the Episcopal Church.

In the future the General Convention will put more emphasis on the role of the archives. Officers realize that many historical documents and archives pertaining to the Episcopal Church are still scattered in institutions and depositories throughout the country, and there is the hope that some sort of guide can be compiled so that the whereabouts of such material can be made known.

Not With a Narrow Concern

. . . the archivist as historian approaches the records of a divinity school not with a narrow concern for their use in administrative and internal operations, but rather with the hope of finding evidence of the school's impact on other institutions in the past and on the issues of the present.

—Lester J. Cappon, "Archival Good Works for Theologians," in *American Archivist*, 22:297 (July 1959).



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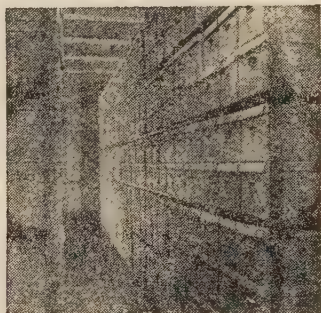
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Methodist Archives in the United States

BY WILLIAM E. LIND*

National Archives

UNTIL recent times our nation's archives—national, State and local—were neglected. Institutional, business, and church archives were neglected as well. Today the archival picture is brighter. Religious groups are becoming increasingly records conscious as they realize the importance of church records in our national history. In an article in the October 1951 *American Archivist* the late William Warren Sweet more than adequately made a case for the importance of the study of church records. Those of Methodism are among the most important.

Today the Methodists in the United States number almost ten million, not including three independent Negro churches with an enrollment of over two million. The assets of the church run into hundreds of millions of dollars. Methodism, which began in this country as the Methodist Episcopal Church in 1784, has grown as this country has grown, and each has influenced the other.¹ If any denomination is typically representative of American Protestantism it is the Methodist Church. Frontier religion, the circuit rider, social reform, division over slavery, reconstruction, the changing social order and the rise of the city, disputes of labor and capital, jingoism, pacifism, prohibition, and the issue of church-state relationship have all been facets of Methodist history in America and no less facets of American history itself.

For our discussion we need only note that Methodism was divided in the nineteenth century but achieved unity in the twentieth. In the nineteenth century the three main bodies of Methodism were the

* The author, formerly with the Library of Congress, joined the staff of the National Archives in 1956. His paper is based largely on information sent him direct by the custodians of the materials he discusses. Those whose assistance he acknowledges particularly include Bishop Caradine R. Hooten, Methodist Building, Washington, D. C.; the Rev. Edwin Schell, president of the Methodist Historical Society of the Baltimore Conference; Mrs. Kenneth Stahl, World Methodist Building; Jannette E. Newhall, Boston University; Arthur E. Jones, Drew University; Donn Michael Faris, Duke University; William S. Powell and James W. Patton, University of North Carolina; Mary Roberts Davis, Emory University; and Eleanore Cammack, DePauw University.

¹ Frank S. Mead, *Handbook of Denominations in the United States* (New York, 1951).

Methodist Episcopal Church, the Methodist Episcopal Church South, and the Methodist Protestant Church. At the uniting conference of 1939 at Kansas City these bodies were merged to form the Methodist Church. This trend should be matched in matters archival, but in fact the Methodist Church has no officially designated institution or agency as a central repository for archival or historical materials. The Methodists lag behind several other religious bodies in this respect.

Methodist recordkeeping in general reflects a conference system dating from the beginnings of organized Methodism.² The first conference in America met in Philadelphia in 1773. The conferences are important because they create policy records. They operate on three levels, the lowest being the district conferences held annually in two or more districts in a State. Above the district conferences are the jurisdictional conferences held every four years. At present there are in the United States six of these jurisdictions—Northeastern, Southeastern, Central, North Central, South Central, and Western. Above the jurisdictional conferences is the general conference or quadrennium, which meets also every four years.

The annual conference is the basic body of the church. It elects members to both the jurisdictional and general conferences and these members are both ministerial and lay. This conference is required to keep an exact record of its proceedings and further to send to the jurisdictional conference a bound copy of its minutes for examination. This copy is ultimately returned to the secretary of the annual conference, who is responsible for its safekeeping.

The jurisdictional conference sends elected representatives to the general conference, which is the legislative body of the Methodist Church. The word of the general conference is the ultimate authority in the church on matters of discipline and faith. Its pronouncements on creedal matters are embodied in an official publication of the general conference known as the *Discipline of the Methodist Church*, issued by the Methodist Publishing House.

The records procedure described above is set forth in the *Discipline*. Original records of the daily proceedings of the general conference are placed in the custody of the general secretary of the Methodist Church, at present Dr. Leon T. Moore, 1701 Arch Street, Philadelphia. The complete proceedings and minutes of both the jurisdictional and general conferences are printed in the *Daily Christian Advocate*. In addition, the minutes of the general conference are printed separately.

² *Discipline of the Methodist Church* (Nashville, 1956); Umphrey Lee and William Warren Sweet, *A Short History of Methodism* (New York, 1956); interview with Bishop Hooten.

From the district level down the archival picture is cloudy. The chief function of the district conference is the licensing of local preachers, and the proceedings have been authoritatively described as being "of a rather informal nature and records per se do not amount to much of import." In 1957 the response to a questionnaire (sent to local church records and history committees), concerning the receiving by district conferences of required reports and their subsequent care and custody, showed that only 18 percent concerned themselves with these matters. Furthermore, district superintendents have generally been lax in taking over the records of closed congregations, and the records of existing congregations are presumably still in their custody. According to the Rev. Edwin Schell of the Methodist Historical Society of the Baltimore Conference much is to be desired in the realm of official correspondence. He states:

The official correspondence is generally not kept. There has never been any real headquarters in our church, even till now. Bishops travelled until less than 50 years ago, preachers' terms were limited. Few District Superintendents had any office other than their homes. Methodism has had a method for almost everything but for the care and preservation of records. It has been pure accident when anything has been saved for a century in our church. There is not to this day any clear understanding as to what are church records and pastoral records, (*i.e.* private), or what belongs to the Conference and what belongs to someone who was chairman or secretary of a conference, board or agency. There is no understanding as to what a Bishop leaves behind for his successor, etc. etc.³

Some important records have passed from Methodist custody. The papers of Bishop Oxnam have been deeded to the Library of Congress and will be placed in the Manuscript Division, which has other Methodist material, including two important journals.

On the credit side of the ledger there are signs that Methodists are becoming increasingly conscious of their history and that steps are being taken toward preserving their archival treasures. The World Methodist Building at Lake Junaluska, N. C., and archival consciousness on the part of leading Methodist universities are two encouraging trends in this direction.

In the strict sense, the World Methodist Building is not an archival repository; but it has been designated as an official depository of "Methodistica" by leading Methodist bodies. Some of these organizations are: the General Conference of the Methodist Church, the World Federation of Methodist Women, the World Methodist Council, and the American Association of Methodist

³ Rev. Edwin Schell to the author, May 24, 1961.

Historical Societies. In fact, this building is the American headquarters of the two last-named agencies. (Dr. Elmer T. Clark serves as executive secretary of the association, and Mrs. Kenneth Stahl, treasurer, also functions as archivist.) The building was erected in 1955 and dedicated in September 1956. Housed here is the Clark collection, reputed to be one of the world's finest collections of Wesleyana. Of interest to the researcher is the building's library, containing some 10,000 volumes for use by students of Methodist history. The library contains all or most of the Methodist histories; biographies of the Wesleys, Asbury, and other early leaders of Methodism; most of the published histories of the annual conferences; and hundreds of volumes of conference minutes, including those of the Methodist Episcopal Church going back to 1773. There are also various autographs, letters, and other manuscripts, including sermons and letters of early Methodists, British and American. The World Methodist Building also functions as a museum of paintings, busts, prints, pottery, and other objects associated with Methodist history.

Many American colleges and universities are denominational in their beginnings, and their libraries have been depositories for historical materials relative to the church of their origin. This is certainly true of the Methodist universities. Some outstanding collections of Methodist historical materials are at Boston University's School of Theology; Drew University, Madison, N. J.; Duke University, Durham, N. C.; the University of North Carolina, Chapel Hill, N. C.; Emory University, Atlanta, Ga.; Southern Methodist University, Dallas, Tex.; and DePauw University, Greencastle, Ind. There are undoubtedly many more.

The New England Methodist Historical Society's library is housed within the library of the School of Theology of Boston University, of which Jannette E. Newhall is the acting librarian. This is a collection of some 7,000 books and pamphlets, which include such Methodist materials as early editions of the works of the Wesleys, extensive files of conference minutes, and biographies and writings of Methodist authors. There are also manuscript letters from John Wesley, Jesse Lee, Francis Asbury, and others. In addition, the library is the depository for records of Methodist churches that have closed or joined other churches. These manuscript records cover the official meetings of these churches and of their societies and other groups. Of interest is the record book of "Methodist Alley," the first Methodist church in Boston, dating from 1793.

In 1955 the library of the Board of Missions of the Methodist Church and the library of Drew University, Madison, N. J., ab-

sorbed the collection of the Methodist Historical Society of the City of New York. This gave Drew one of the most complete extant runs of annual conference minutes of the Methodist Episcopal Church and the Methodist Church. The library at Drew is reputedly one of the richest depositories of Methodist archival material in the United States. The Board of Missions' library has also extensive records on Methodist missions both at home and abroad.

The considerable material relating to the Methodist Episcopal Church South in the manuscript department of Duke University Library contains letters, diaries, journals of some early circuit riders, and some district conference records and local church histories. The Divinity School's library at Duke contains collections in Methodist biography, history, and church polity and extensive files of general conference and annual conference journals and of board reports for the Methodist Church, the Methodist Episcopal Church, the Methodist Episcopal Church South, and the Methodist Protestant Church. Also on file are the most important and representative periodicals of these four Methodist bodies.

Methodist holdings in the University of North Carolina are in two different collections in the library—the North Carolina Collection and the Southern Historical Collection, under the direction of William S. Powell and James W. Patton, respectively. The North Carolina Collection has printed material relating to the Methodist Church in the State. There are minutes of the North Carolina Conference from 1872, of the Western North Carolina Conference from 1890, and of the Blue Ridge Atlantic Conference for 1916-38.

The Southern Historical Collection has considerable material of regional interest. Reflecting church policy are such archival items as a minute book, 1831-56, of the Stokes Circuit in North Carolina; conference minutes, 1896, of the Hillsboro, N. C., Methodist Church; and a microfilm copy of the record book, 1804-64, of the Edenton, N. C., Methodist Church, as well as personal papers of Methodist preachers and laymen. Of especial interest are the papers of Edward Dromgoole, a Methodist minister of Virginia who corresponded with many early Methodist leaders. The Dromgoole papers, 1770-1871, were used by William W. Sweet in editing *The Methodists*, vol. 4 of *Religion On The American Frontier, 1783-1840* (New York, 1931). Other papers in the Southern Historical Collection include those of James Atkins, Joseph B. Cottrell, and Joseph Hoomes Davis.

Emory University of Atlanta is rich in archival and historical

manuscript materials, under the care of Elizabeth Royer, librarian of the School of Theology, and Mary R. Davis, acting chief, special collections. Among the special collections are long runs of the minutes of the individual conferences of the former Methodist Episcopal Church, Methodist Episcopal Church South, and Methodist Church, U. S. In addition, the library has complete runs from 1773 of the general minutes of the annual conferences of these churches and of the journals of the general conferences. There is also an almost complete collection of the *Daily Christian Advocate* of the general conference. Other serials available are the *Christian Advocate*, New York (complete), *Chicago Advocate* (complete), and the *Christian Advocate*, Nashville. An interesting project now underway at Emory, sponsored by the Methodist Librarian's Fellowship, is the compilation of a union list of the Methodist Corpus, eventually to be microfilmed. Finally, Emory's holdings in manuscript materials are impressive and extensive. Early Methodist greats and near-greats are represented. There are, for instance, letters to and from Francis Asbury, letters from James Osgood Andrew, and miscellaneous manuscripts of Augustus Montague Toplady, remembered for his stirring hymn "Rock of Ages."

Two other institutions rich in source materials for Methodist history are the Perkins School of Theology at Southern Methodist University in Dallas and DePauw University in Greencastle. Although Southern Methodist is known to have extensive holdings, the recent illness of the curator has precluded obtaining detailed information. DePauw University instituted the Archives of DePauw University and Indiana Methodism in 1951 under the direction of Dr. Worth M. Tippy, a retired Methodist minister. These archives, now housed in the Roy O. West Library, are administered by Eleanore Cammack, university archivist. In them are collections documenting both the beginnings of DePauw (as Indiana Asbury University) and Indiana Methodism. There are sets of the minutes of the three active conferences in Indiana and of the former Southeast Conference, a set of general conference minutes, and the minutes of the former Methodist Episcopal Church South. In addition to strictly archival materials the DePauw library has considerable historical and biographical material relative to Methodism in this area. An annual report of the archives is published and mailed to historical societies, libraries, and archival institutions.

Methodism, like other religious denominations, needs a more clearly defined concept of its archives. A central repository or at least a central clearinghouse of archival and historical information is needed. Methodism has a story to tell and should not hide its light under a bushel of widely scattered and overlapping collections.

The Baptist Sunday School Board and Its Records

By BELDEN MENKUS*

*Sunday School Board
Southern Baptist Convention*

THE Civil War placed tremendous economic burdens upon the young Baptist churches of the South. Yet, in May 1863, in the midst of financial impoverishment, the first Sunday School Board of the Southern Baptist Convention was formed at Greenville, S. C.

This board might well be considered an outgrowth of the Southern Baptist Theological Seminary (now of Louisville, Ky., but then located at Greenville). Its early heads were John Albert Broadus, longtime professor of the New Testament at the seminary and later its president, and Basil Manly, Jr., for many years the seminary's professor of the Old Testament. Significantly, it was under Manly's editorship that the *Kind Words* series of Sunday school publications was begun in January 1866. This series has been in continuous publication since that time, being maintained by the present board as a series of three age-graded papers for children and young people.

In 1873 the first board and its companion Sunday School Union, no longer able to support themselves financially, were absorbed by the Home Mission Board of the Southern Baptist Convention, which continued the publications.

By 1890 Southern Baptist churches had sufficiently met their financial problems. Interest was renewed in a separate agency to assist the growing Sunday school movement. In May 1891, at the Convention meeting in Birmingham, the present Sunday School Board was established at Nashville, Tenn. Among the stipulations in its establishment was a provision that the new board must not incur debt. Thus, the first staff of three worked in donated office space. From the beginning the board undertook a program of direct aid to the local church and to the denomination that has con-

*The author, a member of the Committee on Records Management, Society of American Archivists, is Records Analyst of the Sunday School Board of the Southern Baptist Convention, Nashville, Tenn. On Oct. 5, 1960, at the 24th annual meeting of the Society, in Boston, he and John T. Caton, Illinois State Library, led a discussion of records center operations.

tinued through the past 70 years. In that first year, after all operating expense had been met out of income, it was possible for the board to donate literature worth \$370 to help new Sunday schools through their first three months of work.

Teachers had to be trained for the growing Sunday school movement. Pastors and lay administrators needed to learn how to operate the schools most effectively. In June 1901 B. W. Spilman began a program of field work for the board, traveling from church to church helping to meet this need. The program of direct contact with the churches has continued and steadily increased for 60 years.

A teacher-training program, designed to be administered by the local church, was begun in 1902. One of the first textbooks, *The Books of the Bible*, by Hight C Moore (later for many years secretary of the Convention and editorial secretary of the board), is still in print.

In 1906 the board went a step further when it began to pay half the annual salary of a chair of Sunday school pedagogy at Southern Baptist Theological Seminary. At the same time it supported an annual series of lectures in this field. Lecturers over the next several years included Charles Evans Hughes (later Chief Justice of the United States) and John D. Rockefeller, Sr. Ultimately both projects were consolidated as the present School of Religious Education of the seminary.

Today the Southern Baptist Convention is the second largest Protestant group in this country, exceeded in size only by the consolidated Methodist denomination. The Convention has some 9,732,000 members in just under 33,000 churches. The Convention itself is an annual meeting of messengers from these churches. Regionally the churches cooperate through similar annual conventions organized at the State level. Though a year-round program of work is carried on through *ad interim* executive boards, none of these conventions has any authority over local congregations. The only ties are voluntary cooperation of congregations holding similar views on doctrine and church order.

The Sunday School Board is one of a number of agencies of the Southern Baptist Convention, which controls its operations through the election of a board of trustees. Similar agencies exist in other denominations, but the Sunday School Board is unique in that it supports itself entirely from earnings, and it combines functions spread in other denominations among several agencies. Chief among these are the curriculum-development functions ordinarily performed by a denominational board of religious education. In all

the Sunday School Board has 19 basic programs of work that range through such areas as film and phonograph-record production and marketing, music publication, church library development, church recreation development, church-related vocational guidance, work among Baptist students of colleges and universities throughout the nation, and development of materials for the general administration of the local church. The original donated office space has now become a complex of buildings occupying more than three complete city blocks. The first staff of 3 employees has grown to a staff of just under 1,600.

The combined income of the Sunday School Board for 1960 was about \$26,306,000—an increase of over 80 percent since 1952. It is one of the nation's leading booksellers, operating a chain of 47 retail outlets. In addition, the board operates summer assemblies in North Carolina and New Mexico, which served approximately 49,000 people during the 1960 summer season of educational and inspirational conferences.

Publishing continues to be the board's major activity. In 1960 the board shipped just under 8,000 tons of periodicals to churches in this country and in 58 foreign countries. Under the imprints of the Broadman and Convention presses it published 85 first editions in 1960.

The basic program of church membership and teacher training continues to grow. In 1960 some 1,340,000 awards were issued to individuals for the successful completion of specific texts in the present course of study. Records of progress are maintained for each of over 1,500,000 individuals in Southern Baptist churches who are participating in this program of study.

A number of programs of direct service to the local church are maintained from the board's income. Typical of these is the program of church architectural consultation, which during 1960 provided without charge specialized professional advice on construction to over 9,000 churches in this country and in 28 foreign countries.

The greater part of the board's expansion has come since the end of World War II. (There were only 79 employees as recently as 1929.) Modern administrative techniques, however, were not introduced in the board's operation until 1954. The records program dates from 1957.

Schedules for all of the records of the Nashville departments were completed in early 1958. A master procedure for the maintenance of records and a master schedule for their disposal were

issued to the board's bookstore managers in 1960. (Since the basic administrative records are retained in Nashville, the only records kept at the bookstore sites are those needed locally to handle tax problems and the collection of accounts.) Similar procedures are being developed for the two assembly locations and will probably be issued sometime this year.

At the field locations and in the departments at Nashville the emphasis has been upon the destruction of the greater portion of inactive records on site, as soon after creation as practicable. There is, however, a central storage area in which a little less than a thousand cubic feet of special-category and longterm-retention records are maintained.

The records program has been designed to fit the continuing system of management control. While the records of the field locations are subject to periodic review by the traveling staff auditor, the records of the Nashville departments are subject to a complete review of records creation, maintenance, and disposal practices every two years.

Apart from the normal problems of education inherent in developing an operational records program, the major problem (and minor blessing) has been organizational continuity. For instance, at present there are 38 employees with over 30 years of service. In some instances it has been very difficult to change long-established habit patterns.

A remarkable number of early board records, however, have been recovered from their hideaways within the board's buildings. Microfilming of the extensive official and personal files of the early executive secretaries is currently being completed. Other archival materials are being recovered through the application of the records schedules. These will be included in a master archival program for Southern Baptist agencies being developed under the direction of Dr. Davis Woolley of the Southern Baptist Historical Commission. These materials will be added to the historical repository of the Dargan-Carver Library, a joint project of the board and the commission.

Future plans call for the planning of certain key series of records at the time and point of their creation. Control of the form and the content of records created, together with refinement of records maintenance techniques, are the next areas of work in the board's records program.

A Manual for Church Archivists

By MELVIN GINGERICH*

Archives of the Mennonite Church

ALTHOUGH some church archivists develop their own techniques through years of experience and never produce a written manual to guide them in their work, most archivists in charge of church records feel the need of a duplicated or printed guide not only for their own and their assistants' constant reference but also to insure the continuity of their work when others step into their positions.

Every denominational record collection has its unique features; thus it is impossible to produce a guide that will fit every situation in detail. Nevertheless church archives have enough in common to make it possible to suggest certain general procedures that can be followed in organizing any collection. The guide below has been followed by those in charge of the Archives of the Mennonite Church, Goshen College, Goshen, Ind., and is adapted to the needs of a small denomination. The system was organized largely by my colleague Nelson P. Springer.

BACKGROUND STUDY

A prerequisite for setting up a denominational archives program is a thorough knowledge of the administrative machinery of the church. The relationship of the various conferences, synods, presbyteries, or bishoprics, the congregations or parishes, and the boards and committees to each other and to the central administrative body must be thoroughly understood by the archivist. Furthermore, he must be familiar with the history of his church, for the administrative arrangements may have changed through the years. He must also have some knowledge of the key personalities, past or present, whose records he has or plans to obtain.

ARCHIVES HISTORY

With this background the archivist can then proceed to write a historical introduction covering the development of his own office

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or the agency created to handle the records of his church, as well as the duties, responsibilities, and limitations imposed upon the office. This should cover not only the history of the archival agency but should state its exact name, its relation to the board which created it and to which it is responsible, its place of operation, its purpose, its definition of the archival materials in which it is interested, the officers and duties of the archival staff, its source of finances, and the nature of its reports. The "Brief History and Plan of Administration of the Archives of the Church" can well be issued as a mimeographed bulletin for distribution to those interested.

DEFINING RECORD GROUPS

When archival materials are received by the archivist, he must make a basic decision before he can complete the accession of the gift. He must decide whether the gift consists of one record group, more than one record group, or an additional part of a record group previously received and accessioned. He must be clear as to what constitutes a record group and his manual should contain his definition, with illustrations and elaboration. In our definition we say that "a record group shall consist of records which stand as a distinct unit," and we explain that the considerations to guide the archivist in determining whether the collection is one or more than one record group are (a) the agency or individual creating the records, (b) the distinctiveness of activities reflected in the records, and (c) the time of deposit. These points need clarification before the archivist is sure of his decisions.

ACCESSIONING

The manual should contain a number of forms that could be used in transferring official or personal records to the archives. The help of a lawyer in formulating these letters of agreement may well be obtained. Suggested forms might include letters used to transfer records of an incorporated agency, those of an unincorporated agency, unrestricted private collections, and private collections with special restrictions. A form to be used in wills should be provided, as well as forms that could be used by an executor of the estate of a deceased person or by the heirs of a person who had formed a collection of records.

These forms should cover the date of transfer, the nature of the records, the ownership of the records both before and after the transferral, the restrictions, if any, regarding their use, and the name of the person making the transfer.

Records must be set up to show the arrangements on ownership as well as the source of each record group. A permanent accession record will show the source, the date of transfer, and the nature of each collection, as well as its quantity. There should be a letter file in which is placed a manila folder for each record group to hold all the correspondence and agreements relating to the accession. An accession sheet containing the basic information recorded in the permanent accession record should also be put in this folder, and a carbon copy of the sheet should go into the first box containing the record group material.

Because of the fact that additions to the archival holdings may be made more rapidly than they can be accessioned, it is necessary to have a preliminary registration book in which to record them. Shelves should be reserved for storing these additions until they are accessioned and placed in their proper positions on the regular shelves.

The manual will contain a page of instructions on accessioning materials. It will explain the accession folders, of which there will be one for each record group. The folder will contain all correspondence relating to the transfer of the gift and the restrictions, if any, on its use. As stated earlier, a form sheet summarizing this information as well as locating it in the record group by division and subdivision will also be placed in the folder and in the box where the materials are stored.

A master accession book is necessary. This provides one line for each new accession. The looseleaf accession books used by libraries can be adapted for archival use. The line should list the agency or person making the gift, a short title describing the gift, the number assigned to this particular record group, the date of the receipt of the gift, and the quantity of materials received. The quantity can be stated in terms of folders, boxes, or cubic or linear feet.

The record group number must be placed on each folder as well as on the box into which the materials are put at the time of accessioning and filing. The archivist must constantly be on guard lest a folder or item lose its identification marks and in consequence become lost or misplaced.

In accessioning materials by record group, account should be taken, as stated above, of the agency creating the records, and a place should be assigned on the shelves for each of these major agencies. As new agencies are created new numbers will be assigned them. It is better to wait until records are received to assign classi-

fication numbers rather than to work out a classification scheme in advance. In our case, our records to date fall under these nine categories: (1) Mennonite General Conference, (2) Mennonite District Conferences, (3) Local Congregations, (4) Mennonite Board of Missions and Charities, (5) Mennonite Board of Education, (6) Mennonite Publication Board, (7) Miscellaneous Organizations, (8) Other Mennonite Branches, and (9) Inter-Mennonite Agencies. We have also a Historical Manuscripts Division, which contains personal collections of nonagency and noninstitutional materials. As new agencies are created, they can be numbered successively 10, 11, and so on indefinitely. Subdivisions are set up according to officers and committees of the agencies from whom the record groups are received and at the time the records are received. (Numbers 4, 5, and 6 do not appear as subdivisions of 1 because they are semiautonomous boards.)

RETENTION AND DISPOSAL POLICIES

If the archives is the official depository of a denomination, it is necessary for its governing body to determine what are its official records and what records its officers are required to preserve and what they may discard. It should also establish rules calling for the transfer of inactive records to its official depository. The Mennonite General Conference in its 1953 session adopted a set of policies covering these points. These policies not only guide the archivist in determining what records are to be collected and what may be discarded but guide church agencies in the formation of their records. This three-page policy statement is available from the writer for 25¢. The official policy statement on the retention and disposal of records becomes a part of the archivist's manual.

PREPARING FINDING AIDS

The principle to be followed in the production of finding aids is to work from the general to the particular. The first aids are general in character and only after these are produced are the detailed name, place, and topic guides prepared as demand for them arises. The first finding aid is the accession book, which names and briefly describes the record group at the time it is received. The second is the preliminary inventory, which describes each series in a record group by giving information on its origin; its chronological, geographical, or subject matter coverage; its relation to other records; and its quantity and arrangement. We have found it helpful to place some of this information on 3" x 5" cards, thus pro-

ducing inventory cards, which are then filed in an alphabetical card catalog.

After the inventorying is brought up to date it is possible to prepare a comprehensive general guide for the users of the archives. This will give them a view of the scope of the holdings as well as a clue as to whether a particular bit of information they desire may happen to be in the collection.

The last stage in the preparation of finding aids is the making of place, name, and topical indexes. Some of these steps, however, may go on simultaneously with the earlier ones. We have found that in accessioning and processing our materials we often discover certain information on persons, places, or topics that we might not rediscover for years to come if we did not immediately make an index card for it. One of the special finding aids that we have prepared is a card-file index to the letters written and received by John F. Funk, who as a pioneer publisher and editor of a church periodical for over half a century had a large correspondence with church leaders. The letters of other prominent churchmen will be indexed in a similar way. Another special index that we have prepared covers several hundred congregations about which we have informational records.

EQUIPMENT STANDARDS

The archives manual should set forth certain standards pertaining to equipment. Will flat or upright boxes be used for storing the holdings? What type of shelving will be used? Will special folders made of acid-free paper be used? Any policy regarding these matters should be recorded in the manual for the guidance of future purchasers of supplies. It is well to list the companies from which the original equipment was purchased in order to simplify the process of replacements or additions to the equipment.

If it is decided that a microfilm camera, a photocopy machine, or a laminator will be part of the equipment, a policy regarding the purpose and use of this equipment could well go into the manual. At this point in the manual there can also be an inventory of the archival equipment for insurance purposes.

REFERENCE SERVICE

The manual should have a sheet of instructions dealing with reference service and the rules for using the archives, copies of which can be handed to those wishing to use the materials in the archives. This should clarify the type of information for which the archivist is willing to search in answer to written inquiries, the form which

users of the archives must fill out concerning the nature and purposes of their research, and the rules for the use of materials in the archives, including a clear statement of restrictions on the use of special categories of records. If study carrels are available for those wishing to do extended research, the conditions under which a special desk is assigned to the researcher should be clarified.

The rules will also cover the conditions under which materials may be copied, and the regulations having to do with photographic or photostatic reproduction.

Finally there should be rules covering the publication of materials in the archives. The archivist must have authority to decide what may be published and under what conditions. Provision should be made for proper credit to the archives for any material published.

PUBLICITY

The manual should also clarify the type of report that the archivist must make regularly to the employing agency to which he is responsible. To facilitate the preparation of periodic reports, certain records must be kept. A visitor's record as well as a user's record should be called for in this part of the manual. There should also be a record of clues received from visitors and others concerning the whereabouts of manuscripts that might be obtained for the archives. Another record should list the number of letters calling for archival information and the number of telephone calls for information. The manual should prescribe regular reports on the number, amounts, and the nature of the gifts of materials received during a given period. There should also be a report on the number of new record groups and additions to former record groups accessioned during the year.

The manual should outline a program of publicity calling for a certain number of articles in newspapers and in church periodicals each year. It should also set a goal of field trips by the archivist for archival publicity and for the purpose of finding archival materials for his collection.

Providence

A hospitable Providence was the place of the Society's birth. May a kindly Providence bless and immortalize its career.

— A. R. Newsome, presidential address before the Society of American Archivists, June 18, 1937.

The Small, Limited, or Specialized Church Archives

By PASCAL MARIE VARIEUR, O. F. M.*

St. Francis Friary
New York City

"IT has been asserted," wrote a member of the Committee on Archives of the United Church of Canada, "that the Catholic Church has always had an historical sense."¹ In point of fact the Bull of Pope Benedict XIII (*Maxima Vigilantia*), issued on June 14, 1727, shows the traditional anxiety of the Holy See to safeguard the records whence, it is said, "faith and truth can be transmitted for the remembrance of our successors."

Here in the United States, however, although the organizational life of the church has matured and reached impressive proportions, Catholics "still suffer from the growing pains of the so-called 'brick and mortar' age. In former conditions, which should now be outgrown in most parts of the country, the stark necessities of ecclesiastical life as well as the fears and foibles of churchmen militated against the well being of 'archives for the historian.'"² And unlike the European or French-Canadian diocesan archivists, the chancellors of our dioceses, who are also the archivists, are very busy men.

These facts largely explain the lack of attention paid to Catholic church archives. It is not therefore surprising to find that, in the opinion of William Sweet, "the Presbyterians have the best official depositories for their archives."³ I must add that, from what I gather of the work of August Suelflow, the Lutheran Church cannot be far behind in housing and servicing its records.

Today the practical necessity of improving administrative efficiency—which is after all the primary reason for the establishment

* Father Varieur, in charge of Holy Name Province Archives of Franciscan Fathers, New York, is a member of the Committee on Church Records, Society of American Archivists. This paper was read on Oct. 5, 1960, at the 24th annual meeting of the Society, in Boston.

¹ E. C. Kyte, "Archives of the United Church of Canada," in *American Archivist*, 13:229 (July 1950).

² Henry J. Browne, "The American Catholic Archival Tradition," in *American Archivist*, 14:129 (Apr. 1951).

³ "Church Archives in the United States," in *American Archivist*, 14:329 (Oct. 1951).

of archives—is forcing more and more church administrators (even Catholics!) to recognize the need for well-kept archives, and therefore the need for well-trained archivists, in order to avoid greater loss and confusion in their records. That is precisely how I came to be an archivist.

The older our church records become and the more our church documents accumulate, the clearer becomes the realization that the records manager, who deals with “hot archives,” cannot also manage the “cold archives”—at least not without additional training. This is true even in our Catholic religious communities and educational establishments, where it has been a tradition to guard the archives as family secrets.

Rarely does the busy ecclesiastical administrator bother about the cultural and historical reasons for the establishment of archives, unless of course he himself has been bitten by the “history bug.” We must therefore “play up” the primary reason for our archives. In this we will be following such famous archivists—to name but one—as Charles Braibant, first president of the International Council on Archives, for many years Director General of the French Archives.

However, since religion is the mother of culture, and since to lack an appreciation of the force of religion in American history is to misunderstand American culture and civilization, we render a great service to historians by encouraging the establishment of archives *and the training of ecclesiastical archivists*, not only in our own milieu, within our own denomination, but within the American church in general.

Those of you who have had the opportunity to hear Ernst Posner lecture on the history of archival administration will remember that he insists on the fact that manuscript collectors have played such an important role in America because the archivist was not on the job early enough. Let us therefore take it upon ourselves to see to it that the manuscript collector will no longer have to gather up fragments and scraps of organic bodies of religious records. Let us see to it that these bodies are not broken up in the first place.

The services we can render to the church administrator—not only as archivists, but also as participators in the setting up of records management programs—will speak for themselves once they are rightly presented. We must, however, be unstinting of self in striving to show the worth of our services.

I know nothing of the salaries of church archivists. I should judge that they are, as usual, underpaid. (We Catholic Religious archivists receive no salary and usually no budget allotment.) But

to be an archivist one must be dedicated to the task. To a greater extent even than the State or Federal archivist, the church archivist must be a devoted person. Only on our own blood, sweat, and tears will the church archives of America grow so that historians in the future will bless us and church administrators in the present will appreciate our efforts in their behalf.

To have good church archives, we must have well-trained archivists. For this we must recognize the necessity of preliminary training in history—getting a historical sense. After this will come specialized knowledge; however, to quote T. R. Schellenberg, "This special knowledge, which may be referred to as a subject-matter knowledge, is . . . as important as a knowledge of archival principles and techniques."⁴ The archival institute given at Radcliffe in summer is perhaps best suited for church archivists, since it deals with historical materials in general. The courses offered by the American University at the National Archives are quite advanced and are directed to archivists in larger institutions. I must say here, however, that I wish that all of you could have the experience of hearing such distinguished men as Ernst Posner, Oliver W. Holmes, T. R. Schellenberg, and the many other guest lecturers in those courses—who are known in the archival world, both American and foreign, and who without doubt have made the profession what it is today. I must also warn you that, if you intend to take both courses, you should enroll in the Radcliffe institute first, lest you be denied admittance because you already have too much knowledge of archival matters—as I was.

Despite these courses, however, I believe that what was said in 1946 still holds true today: "No completely adequate training is yet available in this country for the Catholic ecclesiastical archivist." Melvin Gingerich, however, is remedying the need for a "manual of archival economy prepared with a view to the needs of ecclesiastical collections in this country."⁵

In small, specialized archives, there very often is close contact between the records manager and the archivist. In fact it may often happen that only in schizophrenic personalities may the two be distinguished, since in the small institutions the records manager (chancellor, secretary, or other) is usually the archivist as well. This *can* be an ideal situation, if the records manager is also a trained archivist. When he is not the result may be disastrous for histo-

⁴ *Modern Archives; Principles and Techniques*, p. 126 (Chicago, 1956).

⁵ Thomas F. O'Connor, "Catholic Archives in the United States," in *Catholic Historical Review*, 31:430 (Jan. 1946).

For a discussion of such a manual, see Melvin Gingerich's article in this issue.—Ed.

rians, as witness the case in many of the archives of Catholic institutions. As Dr. Schellenberg has said, "It is a curious anomaly that the more important a matter, the less likely is a complete documentation of it to be found."⁶

It is therefore imperative that church archives be established even in smaller denominations or geographical areas of larger denominations. But in these archives let it be remembered that "all definitions are changing in time and place and in response to external circumstances" (Posner), and therefore "each archivist has a definite need to redefine archives in a manner more suited to his own requirements" (Schellenberg). I believe that the archivist in a smaller institution needs both a wider and a deeper outlook than his confrères. His smaller material wealth means for him more work, not less, since he must see to it that his administration and future historians get as much as possible out of his records. His analysis of material must extend even to the individual document; it must be a deeper analysis, though in a larger institution a single document may not be looked upon as worthy of the archivist's attention; he must have greater control of every item of his material—a control that would be impossible in a larger institution.

Archivists on the Federal or State level usually do not have to manage a Federal or State museum; yet in fact there is often some form of exposition or exhibition surrounding an archives project that substantiates written records with artifacts. Let us here recall again Charles Braibant. Though occupied with manifold duties and beset by a limited—and limiting—budget, he found it possible to recreate the Museum of the History of France, in which work he was ably seconded by Mlle. Pernoud. Certainly, then, we too should not limit ourselves to the written or photographic history of our denomination but we should capture part of the *artifact-ive* history as well, in order to become the *total* historical research center for a denomination or a geographical area. Let us remember that these artifacts, or museum pieces, are truly records of the past and therefore worthy of our attention.

As a matter of fact most church archivists and keepers of church records see their office in this light. Many are not only archivists but librarians, as well as curators of at least the beginnings of an ecclesiastical museum, though informally. "The time has not come when we distinguish between [ecclesiastical] archival and library materials" (Suelflow). We who seek to be efficient servants of our church administrators must also seek to be efficient servants of our future historians. We therefore must try to preserve records of

⁶ *Modern Archives*, p. 38.

the past in the full meaning of this term. Because we are here dealing with small archives that have neither extensive personnel nor wealth (financial or archival), we should not philosophize on the various distinctions to be made among the instruments that record our church's past. Indeed, lacking personnel, we cannot go "wholehog" into any of these areas; but what we do have we must strive to service to the greatest extent.

Certainly archivists have no qualms of conscience in accepting the printed or mimeographed sheet, or even the tape-recording or the disk. We are all out to preserve the important messages no matter what the medium. Naturally we strive to preserve the original medium if this can be done, but it is the message that counts. We are now faced with the fact that the museum object also has a message for future historians, though it is not always thought of in this light. As true recordkeepers we must be interested in preserving this record as best we can—and this without overstepping the bounds of our profession.

Our fellow archivists on the State and national level call us specialized archivists. But is it not they, rather than we, who have become specialized? Are they not limiting themselves more than we are, not in "message content," but in media? The wealth of their written material would of course force them into this specialization, just as the Church of Jesus Christ of Latter-day Saints has been forced into a specialization of its own—genealogy—because of its wealth of material in this field. Yet that must not deter us from acknowledging the fact that these "fringe records" exist and are worthy of our attention, though they need special treatment.

From the time of the Temple Archives of Nippur to the founding of the Archives of Simancas (and after), library materials were never treated separately from archives. Even today many volumes of printed books can be found in our archives as true archival material. We speak of church recordkeepers; these library materials are also records of our churches and therefore must be given our attention. These books written by or about our churches or church members, which record the history of our churches and which are important very often both to the administrator and to the historian, should be preserved by the church archivist. When we can no longer be considered as small archives, when the wealth of our materials has grown to huge proportions, then we might agree to separate these library records—and I insist on the word *records*—and allow them to be serviced by another department within our administration.

We are not, however, speaking here of libraries in general or of

books in general. We are speaking of true church records, though in their broadest meaning. Not every book that happens to come into a church library is necessarily a record of that church or of its individual members.

One last point I would like to make, and that is the need for preservation and dissemination of our material through the means of microfilm. Bishop Donohoe, the chancellor of the Archdiocese of San Francisco, has written of the earthquake and fire of 1906: "In that disaster the City Hall as well as numerous churches were burned, and with them went the public and ecclesiastical records. Through the intervening years the resultant personal losses of time and other values have been monumental, probably exceeding property damage in its total effect."⁷ Much concern has been expressed to lower the cost and raise the standards of microfilming archives. Microfilm has been used—and abused—a great deal, both for dissemination of materials and for security purposes. Much more thought will be given to it in the future and progress will undoubtedly be made. But if we wait for perfection we shall not get our own microfilming programs started and perhaps much of our material will meanwhile disappear either through act of man or accident of nature.

The Archdiocese of San Francisco was a pioneer in the American Catholic microfilming program. It has been followed by many American Catholic dioceses whose records have been microfilmed and whose bishops have begun the microfilming of all parish records, in this way centralizing these records while at the same time preserving them through security copies. I believe, however, that the Genealogical Society of the Mormon Church has shown the most amazing use of this process: 2,000,000 pages per month, microfilmed by over 25 microfilm operators.⁸

My dear colleagues, we are the custodians of the official memory of the ecclesiastical institutions of America. Let us strive to fulfill our duty and obligations not only well but completely. Let us not forget that we can be more efficient "servants of the servants of history," only if we become more efficient "servants of the servants of God."

⁷ Most Rev. Hugh Donohue, "Microfilming Parish Records," in *Church Property Administration*, vol. 16, no. 6, p. 54 (Nov.-Dec. 1952).

⁸ As of 1952. Archibald P. Bennett, "The Record Copying Program of the Utah Genealogical Society," in *American Archivist*, 16:228 (July 1953).

Georg Winter, 1895-1961

By ERNST POSNER

The American University

WHEN the Sixth International Conference of the Round Table on Archives met in Warsaw, Poland, from May 16 to 20, 1961, Georg Winter, Honorary Director of the German Federal Archives, attended it in his capacity of member of the Executive Committee of the International Archives Council. Although it was known to his friends that he was suffering from heart disease, little did they realize that so soon after the conference, on June 4, he would succumb to his ailment at the age of 66 years.

In Georg Winter the archival profession has lost one of its outstanding members, for, in a most remarkable fashion, he combined all those characteristics that make for preeminence in our field: practical experience in archival work based on sound principles, a most unusual administrative talent, and solid training and productive ability as a historical scholar. These qualities enabled him to continue in the great tradition of Heinrich von Sybel, Max Lehmann, and others who had established the reputation of the German archival school.

Born in the little city of Neuruppin in the Mark Brandenburg on April 28, 1895, he was to display throughout his lifetime the best attributes of the Prussian bureaucrat: great devotion to duty, meticulous working habits, fairness to others, and an unrelenting drive. Beneath these, however, were deep religious convictions—in Hitler's day Winter was to become a member of the Confessional Church—and a fine feeling for poetry and cultural values in general. After Winter had volunteered for service during World War I, he studied history and Germanics at the University of Berlin and received his doctor's degree with an excellent dissertation on the so-called *ministeriales*, the unfree nobility, of the Mark Brandenburg. Warmly recommended by his professors, he served his period of probationary training at the Prussian Privy State Archives and in 1922 was appointed to a position on its staff, after he had passed the notoriously stiff examination with flying colors. His first assignment put him in charge of the famous Record Group (*Repositur*) 9, which contains the general administrative records of the Brandenburg-Prussian Privy Council. By reorganizing extensive sequences of

small case files into major subject-related units and describing them in a detailed inventory he succeeded in making the contents of the group more readily accessible. Before he could finish the job, however, he was drawn into the great task of organizing the Prussian military archives that belatedly and from various sources had been transferred to the Privy State Archives. In the Prussian archival tradition, Winter did not fail to continue his scholarly activity. In addition to writing a number of fundamental articles on the principle of provenance, provoked by Karl Gustaf Weibull's demand for a "new orientation," he compiled and edited, as part of the *Publications of the Prussian Archives Administration*, the first volume of the records pertaining to the reform of the Prussian State under Stein and Hardenberg, a shining example of editorial ability and of superb knowledge of the period and of the materials themselves. To an ever increasing extent, however, his energies were diverted into administrative responsibilities. In 1930 Albert Brackmann, Director General of the Prussian State Archives, appointed him director of the newly established Institute for Archival Science and Advanced Historical Studies. To the exacting duties of this position, there were added in 1936 those of a staff adviser (*Fachreferent*) to the Director General of the State Archives.

In 1939 Winter joined the army as a captain in the reserve and company commander, but he was soon to be used in connection with the protection of archives in occupied countries. Difficult though his mandate was, he carried it out with so much tact and fairness that he earned for himself the respect of archivists in foreign lands—no small asset when later Germany was to be admitted to the International Archives Council.

After the collapse of Germany, Winter was glad to find a refuge as archivist of the City of Lüneburg. There he remained until, in 1952, he was appointed Director of the Federal Archives in Koblenz. It was a most happy choice, for only an archivist of Winter's qualities could overcome the towering difficulties that confronted the head of the newly established agency. Not only were its quarters and, at the beginning at least, its staff wholly inadequate, but its very holdings had to be brought together painstakingly, inasmuch as most of the records of the central government authorities were either in the Russian-occupied part of Germany or in the hands of the Western Allies. Of the latter, considerable quantities have been, and are being, returned to the custody of the Federal Archives. Also, thanks to Winter's unremitting efforts, the agency has received up-to-date rented quarters in a high-rise building of fireproof construction.

Because of a progressively serious heart ailment, Winter had to retire at the normal age of 65, though the government had wanted to retain him in his position. He was able to be present at the formal opening of the new archives building, the realization of his efforts though not a fulfillment of the real wants of the Federal Archives as he saw them. Separated from the seat of the government and from the university in the capital city of Bonn, the agency could not, in Winter's opinion, fully meet its obligations. Still the Federal Archives in its new building, with its steadily increasing holdings and its impressive series of publications, remains a monument to the man who built it in every sense of the word and who will always be remembered as one of the great leaders in the world of archives.

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Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

The Image of War; the Pictorial Reporting of the American Civil War, by W. Fletcher Thompson, Jr. (New York, Thomas Yoseloff, 1960. 248 p., illus. \$7.50.)

The author here presents an excellent study and analysis of Civil War illustrators and illustrations and tries to show how historians could make more use of journalistic pictorial materials as primary historical documents. He makes a rather weak case for this second objective but succeeds very well in treating the changing concept of war as depicted by the illustrated weekly journals of the time, such as *Harper's Weekly* and *Frank Leslie's Illustrated Newspaper*. He traces the change in battle art during the Civil War—from the early heroics, patterned after the War of 1812 and influenced by the landscape panoramics of the Hudson River School, to the more realistic image of war finally attained by the mature sketchers. He recounts the difficulties of publishers in achieving even the imperfect illustration of the wood engraving, hampered as they were by a scarcity of skilled artists and engravers, by the imperfections of the mechanics of their craft, and finally by the reluctance of editors to circulate pictures that would offend their many subscribers south of the Mason-Dixon line.

Mr. Thompson cites the impact of publication of romantic scenes of soldier leavetakings, the propaganda force of the Fort Sumter drawings, and the appeal of the pictures of the "martyred" Ellsworth and of General Lyon's death at Wilson's Creek. He then takes up the development of the new image of war, dating from the second Battle of Bull Run and based on a different set of values. He treats the drawings made in the western area of combat in much the same way, indicating that the Battle of Shiloh was the turning point for artists assigned to that area. He devotes considerable space to the drawings made by Alexander Simplot in the Midwest, taking advantage of the little-known sketchbooks of this artist, now in the State Historical Society of Wisconsin. Although he comments fully on the work of Alfred and William Waud, and on Edwin Forbes, Arthur Lumley, Henri Lovie, Thomas Nast, and the true artist Winslow Homer, he slights the unique contribution of Frank Vizetelly, an Englishman who covered the Confederate area and had more than a hundred of his drawings published in the *Illustrated London News*.

The author is at his best when writing of the experiences and day-to-day operations of staff artists assigned to the military outposts, taking up their problems of existence as civilians among the military, their subsistence, communications, censorship, headquarters diplomacy, jealousy and favoritism, physical hardship, access to strategic areas, and battle maneuverings. He reveals also their suffering during periods of enforced inactivity and their bitter-

ness at finding their original field sketches altered and distorted before publication by engravers at the home base, their captions enlarged upon or slanted to serve the political and propaganda purposes of their journals. Yet it is in this area that the author weakens his objective of presenting pictorial materials as reliable historical documentation.

In writing of the pen-and-pencil artists the author is on solid ground, but when he touches on photography and photographers he does not do so well. This is due partly to the limitations of photography itself during the period and partly to the author's too heavy reliance on secondary materials available in the popular biographies of Mathew B. Brady. Brady was admittedly the most colorful of the many cameramen who covered the war, but most of these photographers worked independently of Brady of Broadway. No mention whatsoever is made of E. and H. T. Anthony and Co., the all-important publisher, whose mass production of views and portrait photographs purchased from Brady and others made it possible for the war views to circulate widely.

Submitted as a doctoral dissertation at the University of Wisconsin and copyrighted as a microfilm publication in May 1959, this study was published in book form in 1960. Unfortunately it was not then revised to include material on the same subject covered in 1959 by Stern's *They Were There; the Civil War in Action as Seen by Its Combat Artists*. Nor were a few misspellings in the microfilm copy (on file at the Library of Congress) corrected in book publication. In the book, which includes eight pages of illustrations, the captions for two of the pictures are reversed, thus confusing Gettysburg with Vicksburg! And all too often the citations fail to reveal primary authorities for the author's statements. When this occurs in respect to a direct quotation attributed to Abraham Lincoln, the reader feels a sense of frustration. Publication of this work deserved better editing and revision, for it is a book that fills a definite need in an area largely neglected until recent years.

JOSEPHINE COBB

National Archives

FINDING AIDS

Guide to Jewish History Under Nazi Impact, by Jacob Robinson and Philip Friedman. (Yivo Institute for Jewish Research, New York, and Yad Washem Martyrs' and Heroes' Memorial Authority, Jerusalem, *Joint Documentary Projects, Bibliographical Series* no. 1; New York [1048 Fifth Ave.], 1960. xxxi, 425 p. \$15.)

The extermination of six million European Jews and the displacement of the rest was one of the great tragedies of modern times. The records of this tragedy, like its victims, have been scattered through Europe, America, and the Middle East. This guide for the first time brings together descriptions of all these records and arranges them in classified entries for the use of scholars. Had this not been done, many of the records would have been lost and many more, though available, would have been forgotten or out of reach. The sponsors and authors of this undertaking were, of course, aware of this need, and

its fulfillment was one of their aims. An equally important purpose was "to examine and publish all testimony of the Catastrophe and the heroism it called forth and to bring its lesson home to the people" of Israel (p. xv). There is no doubt that they succeeded. It is only with the use of this comprehensive guide that well-founded studies can now be undertaken.

Because of the nature of the material the compilation of the guide posed many problems. There was the question of terminal dates and selection. When did National Socialism begin to exert its influence on Jewish history? And when did Nazism cease to have an impact? The authors decided—and it would be difficult to challenge their judgment—that no fixed date could be established at either end. They went beyond Nazism, included historical episodes analogous to the Nazi persecution of the Jews, and rejected the collapse of the Third Reich as the closing date. Wisely taking into account the mass of materials produced by the war-crimes trials, the tons of captured documents made available long after the war was over, and the flood of memoirs produced by participants and victims, they decided on the early 1950's as a more suitable terminal date. The 3,684 entries include archival sources, documents and document collections, material in and concerning research institutions, and comprehensive and analytical works. The guide is organized in four parts, roughly following the above-mentioned types of documents; the four parts are further divided into chapters dealing with topics such as "Concepts of the Jewish Catastrophe," "Bibliographies," "Topographical References," and "Chronologies." There are six cross indexes for titles, subjects, names, places, corporate authors, and defendants in war-crimes trials.

GEORGE O. KENT

Department of State

Spain. Dirección General de Archivos y Bibliotecas. *Guía del Archivo Histórico Nacional*, por Luis Sánchez Belda. (Junta Técnica de Archivos, Bibliotecas y Museos, Ediciones Conmemorativas del Centenario del Cuerpo Facultativo, 1858-1958, XII; [Madrid], 1960. 235 p., illus. 90 pesetas.)

Spain has four archival institutions of world renown—the Archivo Histórico Nacional, the Archivo de Indias, the Archivo de Simancas, and the Archivo de la Corona de Aragón. Of these, the Archivo Histórico Nacional is the largest, with more holdings than those of the other three repositories combined. It is also the youngest, having been established by Royal Decree dated March 28, 1866.

The present guide, authored by the Director of the Archivo Histórico Nacional, contains a description of the entire holdings of this repository. This wealth of material, some of which dates from 893 A.D., is now housed in a modern three-story concrete building especially constructed for its purpose. There are a photographic laboratory and a bindery, as well as facilities for the restoration of documents. Searchers have been provided with a special library, a central reading room, and special searchrooms equipped with microfilm readers and ultraviolet lights to enable them to read faded documents.

The first materials received by the Archivo Histórico Nacional were religious

records from the monasteries taken over by governmental authorities. At present its holdings are of private as well as public origin. Some of them were produced by national governmental agencies, others by provincial and local authorities, and still others by individuals, monasteries, or military orders having no official connection with the government. Materials in the repository have been grouped because of certain common characteristics into twelve large *secciones*, as follows: (1) records of the regular and secular clergy consisting mostly of materials from the monasteries taken over by the government in the nineteenth century; (2) records of military orders such as the orders of Alcántara, Santiago, Knights Templars, and many others; (3) records of the Ministry of State; (4) records of public debt and concessions; (5) records of universities and colleges; (6) documents with seals, which are kept separately for better preservation; (7) records of the Inquisition; (8) records of the Council of the Indies and other defunct councils; (9) medieval record types, comprising *códices* and *cartularios* taken from the other *secciones*; (10) records of overseas possessions; (11) family records of the Duke of Osuna; and (12) miscellaneous collections of diverse types and origin.

The office of origin as well as the place of origin are acknowledged to be important factors in arranging records. For example, the records of the regular and secular clergy, which include the materials produced by Augustinian, Benedictine, Jesuit, and many other religious orders, are grouped alphabetically, first by name of province where the records originated, then by name of town within the province, and last by name of religious order. The principles of provenance and original order have been taken into account in the arrangement of records whenever this was possible.

The guide's 36-page introduction provides general information about the establishment of the Archivo Histórico Nacional, its history and development, the importance of its holdings, and the physical and technical facilities provided for the care and use of the records. It also has 15 well-chosen illustrations. The body or text contains the description of the records in each *sección*. The *secciones* are subdivided for purposes of description into smaller record units such as subgroups or series. Information is usually provided on the quantity, inclusive dates, arrangement, status of cataloging, topics, and bibliography for each of the major units described. The 28-page index includes names of persons, names of places, and a limited number of subjects.

This guide describes a large and diverse mass of material in a systematic and intelligible manner and should be invaluable to scholars interested in original sources for Spanish history. It was issued to commemorate the 100th anniversary of the establishment in 1858 of the Facultative Corps of Spanish Archivists, and it is a worthy tribute to a dedicated group of archivists who have done much to preserve the written evidence of Spain's participation in great events of the past.

GEORGE S. ULIBARRI

National Archives

DOCUMENTARY PUBLICATIONS

The State Records of South Carolina; Extracts From the Journals of the Provincial Congresses of South Carolina, 1775-1776, ed. by William E. Hemphill and Wylma A. Wates. (Columbia, South Carolina Archives Department, 1960. xxix, 299 p. \$8.)

This attractive volume is the latest product of a publication program that originated in 1905 with the appointment of A. S. Salley as Director of the South Carolina Historical Commission. By 1949 Salley had issued 86 volumes. He was succeeded by the late J. Harold Easterby, who made his own excellent contributions to the program and supervised the editing of most of this book.

The volume under review is the second of the State Records series. It reproduces proceedings of the two Provincial Congresses held in South Carolina on the eve of the Revolution. The First Provincial Congress met January 11-17 and June 1-22, 1775; the second met November 1-29, 1775, and February 1-March 26, 1776, and, after adopting a provisional constitution, went out of existence.

In the "Series Preface" Dr. Easterby writes of South Carolina's three later constitutions. In the "Volume Preface" W. E. Hemphill analyzes the background and operations of the Provincial Congresses. None of the manuscript journals has survived. Fortunately, official extracts from the journals of each session were prepared by specially-appointed committees and printed contemporaneously by Peter Timothy, a Charleston printer who published the local newspaper and also served as secretary to the several congresses. Timothy's *Extracts* for the final session were reprinted in London in 1776 by J. Almon. Even so, only about a dozen widely-scattered copies of the five editions are known to exist.

Mr. Hemphill's preface mentions especially some of the more interesting members of the Congresses, including the colorful Peter Timothy, quoted as saying "I have suffered by never being lukewarm in any Cause." Interest in this section could have been enhanced by drawing attention to the even more important roles played by a few of these members during the Revolution. For example, the Francis Marion who served in the First Provincial Congress and was commissioned captain in the militia on June 11, 1775, is none other than the famous "Swamp Fox." Col. Henry Laurens served South Carolina as a delegate to the Continental Congress and was president of that body from November 1777 to December 1778.

Much of the text of the *Extracts* is concerned with routine matters, but even the most casual reader will find interest in the bitter exchange of letters between Capt. Edward Thornbrough, commander of His Majesty's Sloop *Tamer*, and William-Henry Drayton, president of the Second Provincial Congress. This is reproduced (p. 85-86, 88-90, 93-95, and 113), but unfortunately is too lengthy to quote here. A few pages later there is a fascinating report by Capt. Simon Tufts describing how, under fire from two British ships, he sank four hulks on the bar of Hog-Island Creek to obstruct the passage of ships of war. In reprinting Timothy's *Extracts*, the editors have selected a Caslon type face that closely corresponds to the one used by Timothy. The

spelling, punctuation, capitalization, and even the decorative printer's ornaments in the *Extracts* have also been closely followed, although certain names have been modernized and inconsistencies in spelling have been corrected. The product is a clear, easily readable text. A comprehensive index contributes greatly to the utility of this excellent volume.

This and other scholarly publications issued under his direction will constitute a lasting memorial to J. Harold Easterby.

GUST SKORDAS

Maryland Hall of Records

Guide to Microforms in Print, 1961, ed. by Albert James Diaz. (Washington, Microcard Editions, Inc., 1961. iv, 72 p. \$4.)

Microfilming was applied to the systematic reproduction of research materials by the American Library Association, the National Archives, and other organizations during the latter half of the 1930's. In 1944 Fremont Rider proclaimed in *The Scholar and the Research Library* the coming of the microcard, and in 1948 the Microcard Foundation, set up to promote the development of the newer form, began to publish the *Microcard Bulletin*. Like an ameba, the foundation has now divided; it continues its work of providing support for scholarly projects and educational institutions from its old offices in West Salem, Wis., but it has set up Microcard Editions, Inc., at 901 26th St., N. W., Washington 7, D. C., to carry on and expand its work of publishing and disseminating information. The new agency has promptly issued this *Guide to Microforms in Print, 1961*, containing about 9,500 entries compiled from the lists of 42 publishers, and, if it "proves to be a valuable tool," will issue an updated volume in February of each year. The two main microforms, after 13 years, coexist in peaceful competition, and the *Guide* lists both microfilm and five varieties of microcard. These five varieties arise in part from the diversity of proprietors, but the main distinction is between the small card that reproduces 24 pages on a side and the large card that reproduces 90 or 100 pages, and the different-sized "readers" they require. Inside the back cover of this 72-page booklet is a waxed-paper pocket holding a microcard edition of *itself* on the four sides of two 5" x 3" cards, including the covers and the 10-page advertisement section—but not the microcards or their pocket! The chief omission from the guide is dissertations, which are now so numerous in microform editions that their inclusion would put the work on a wholly different scale. The entries in the guide are in small print and very concise, consisting of author, short title, date of the original, price, and symbol for the publisher and the form. Considering that the works reproduced are in many languages and drawn from nearly all fields of knowledge, there are remarkably few errata, although "Bartram, William. M, DCC, XCI." requires some expertise to penetrate! Of the 42 publishers, 8 are universities, 6 scientific or learned societies, 5 general publishers, 3 libraries, 3 periodicals, and 4 other sources, while the remaining 13 are primarily firms in the microform business.

University Microfilms of Ann Arbor can furnish, but do not price, a film of the *American Archivist*, 1946-58. Most of six columns in the guide (p. 65-68)

are taken up with the microfilms of Government records issued by the National Archives; the records of the Second through the Tenth Censuses, for example, can be obtained for \$2,824. The Microfilm Service and Sales Co. of Dallas has 22 entries under the general title "Mexican diplomatic notes" (overall dates 1811-1907), most of which seem to be from the Mexican Archives and some of which are concerned with the Republic of Texas. The Massachusetts Historical Society offers microfilms of the Adams Family Papers, complete from 1639 to 1889, for just \$4,500; America's most exclusive family archive has now become the most public. A "mobile film unit" sponsored by Unesco went to Panama and in three institutions there put "historical and literary material, primarily archives" on microfilm, which N. A. Kovach of Los Angeles offers for \$1,300. The reproduction of records is evidently confined to microfilm and has not penetrated to cards. I spotted nothing else archival in nature, and I do not know whether Mr. Diaz missed, or rejected as insufficiently commercial, the Library of Congress microfilms of Presidential papers with printed indexes. We hope he will include them in the 1962 guide.

DONALD H. MUGRIDGE

Library of Congress

REPORTS OF ARCHIVAL AND RECORDS MANAGEMENT AGENCIES

Preserving the Past for the Future; Twenty-Eighth Biennial Report of the North Carolina Department of Archives and History, July 1, 1958, to June 30, 1960. (Raleigh, 1960. 155 p., illus.)

This report breathes a healthy and justified selfconfidence and optimism. During the biennium covered, the Division of Archives and Manuscripts (the only division with which this review concerns itself) doubled its staff, tripled its budget, and greatly expanded its program. As the entire Department of Archives and History apparently increased its budget by only a third since the preceding biennium, Archives and Manuscripts was especially favored.

Two new activities probably account for much of this expansion, one—the newspaper microfilm project—not archival, the other—the local records program—very much archival. The latter results from a law of 1959 providing State funds for the Department to inventory, appraise, and microfilm county records, in cooperation with county authorities. But as early as August 1958 the division began a series of visits—eventually to cover all counties—that at the time of this report had resulted in inventorying, scheduling, and microfilming (where appropriate) the records of seven counties. The division has also prepared and issued a 73-page *County Records Manual*, which, it is to be hoped, is available for distribution outside of North Carolina. Consisting of two chapters of general instructions for county officials, eight chapters listing county records with retention and disposition schedules and indications of what is to be microfilmed, and an appendix of statutes dealing with records, it is the first such manual to be issued and should be the basis of much discussion among archivists.

Other branches of the division's work also prospered. Forty-one inventories

are now complete, covering all the large State government departments. There was a 50 percent turnover of records brought into the records center: about 13,000 cubic feet brought in and 6,000 destroyed, plus another 2,000 or so filmed before destruction. Arrangement and control (especially of personal-paper collections), lamination, microfilming, and some disposition of archives in custody also progressed. Searchroom visitors and mail and telephone inquiries numbered well over 10,000. With the endorsement of the North Carolina Confederate Centennial Commission and the Carolina Charter Tercentenary Commission, the Department hopes to acquire a new building.

PAUL LEWINSON

Arlington, Va.

Erased

Let this order be entered as it now stands, I holding for further consideration the subject-matter of what I have erased.

— President Abraham Lincoln, endorsement, May 28, 1861, on an order of the War Department of that date, in *Official Records of the Union and Confederate Armies*, ser. 3, vol. 1, p. 240 (Washington, 1899).

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Abstracts of Foreign Periodicals

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FRANCE

La Gazette des Archives (The Archives Gazette) is the quarterly publication of the Association Amicale Professionnelle des Archivistes Français. It contains articles and reports on archival practices, techniques, and theory; administrative and personnel news; and book reviews.

La Gazette des Archives, n. s. NO. 28 (1960).

Le "mot" du président (Remarks of the president). P. 3-4.

Jacques Monicat, president of the association, stresses the need to eliminate the inequalities and prejudices that exist between archivists employed in the central (or national) archives and the provincial archivists by promoting, as far as possible, complete unity of spirit within the association and by providing more occasions for conferences.

BAUDOT, MARCEL, *Les travaux personnels des archivistes* (Personal research by archivists). P. 5-12.

The paucity of personal research by present-day archivists is attributable not to the fact that today's archivist is less scholarly or conscientious but to the changing demands of his profession, which force the archivist to spend more time in meeting the administrative needs of his job and less time in classification, arrangement, inventorying, and research. Personal research projects undertaken by an archivist should benefit a great number of people and should also result in the archivist's acquiring a greater knowledge of the records in his keeping, the agencies that produced them, and the history of the *département* or province to which the records relate. The archivist should not undertake personal genealogical research or withhold records from others for his own exploitation. Today's archival specialists should be encouraged to undertake on-the-job research; they should be allowed time to increase their knowledge of their specific fields; and young archivists, if so inclined, should be given time to develop specialties. The problem of organizing the archivist's work so as to expedite routine and administrative tasks and thus permit time for archival research on a limited budget remains unsolved. A suggested solution is the employment of sub-professionals or archives assistants for routine tasks. The archivist is an informant, whose mission should be to extend his knowledge and experience in order to render better service to others, particularly to historians.

LACOUR, RENÉ, *L'archiviste et l'université* (The archivist and the university). P. 13-21.

Nearly all French archivists collaborate with institutions of higher learning by giving lectures on the organization of the national, departmental, and communal archives and on the bibliography and the manuscript sources of local history; by giving archival assistance to academic personnel engaged in scholarly research; by cooperating with academic authorities, principals of secondary schools and academies, heads of museums, and libraries in assisting members of graduating classes to complete research on assigned topics; by selecting documents of historical significance for publication and circulation; by assisting in a limited way in the research projects of the National Research Center; by participating in conferences and seminars through membership in learned societies; by personal research and collaboration in editing studies for publi-

cation; and by interesting students in the career of archivist. Association with universities is beneficial to the archivist and should be continued. Teaching courses in archival history and techniques benefits the archivist. Knowledge of French history and association with persons engaged in research develop the archivist's knowledge of the *fonds* in his charge and his perception of their potential usefulness in various fields of research.

Huitième congrès annuel des archivistes français (Eighth annual congress of French archivists at Strasbourg-Colmar, Sept. 23-26, 1959). P. 22-24.

Alsace was chosen as the meeting place of the congress (whose theme was the scientific aspects of archival activities) so that members could become acquainted with the recent rearrangement of the departmental archives of Bas-Rhin and with the new location of the departmental archives of Haut-Rhin. Some of the foreign countries and organizations represented were Canada, Spain, Denmark, Belgium, Hungary, Finland, Unesco, and the Vatican.

Chroniques (News). P. 25-40.

Information about new buildings, accessions, and classification and inventorying of records in the central, ministerial, and overseas archives; circular letters issued; and movement of personnel at the various archival establishments.

Association Amicale Professionnelle des Archivistes Français. P. 41-44.

Minutes of the general assembly of French archivists, Sept. 26, 1959.

Question mise à l'étude pour 1960: Les archives d'entreprises (Study question for 1960: business records).

La Gazette des Archives, n. s. NO. 29 (1960).

Le "mot" du président (Remarks of the president). P. 49-50.

A tribute to André Lesort, past president of the association, who died Jan. 29, 1960. In the course of his 40-year career as an archivist, Lesort was director of the archival services in four *départements*, took an active part in the intellectual life of the community, was a member of learned societies, and contributed many articles to scientific journals.

BÉGUIN, MAURICE, *Adresse à M. Charles Braibant*. P. 51-52.

Text of tribute given at the eighth annual congress of French archivists, Sept. 21, 1959, to the Director General of French Archives.

MAHIEU, BERNARD, *L'archiviste et les recherches du public* (The archivist and the searches of the public). P. 53-62.

The policy governing the archivist in his relations to the research problems of private searchers was the subject of a questionnaire circulated among the directors of the departmental archival services and was also discussed at the Archives Round Table held in Lisbon in June 1959. The number of searchers using the Archives Nationales has grown over the years; the background of the searchers has changed; there is a trend for more university professors, secondary school teachers, and candidates for advanced degrees to make use of archival resources; and, most recently, archives are used by groups of searchers such as those from the National Research Center. Although personal conferences are the best form of collaboration between archivist and searcher, the clientele of the Archives Nationales is so large that this method is neither possible nor feasible. Instead, through the use of a searcher's registration card, reissued each year, the Bureau of Information tries to learn as much as possible about a searcher and his research problems. If the searcher's questions cannot be answered from bibliographical tools the questions are circulated among the divisions. An index to searches has been maintained since 1840. The limitations on the type and amount

of service the archivist can give make it essential that the archivist produce better tools to enable searchers to help themselves. This can be done by informing universities about archival sources most susceptible of exploitation by candidates for degrees or status; by producing improved inventories, lists, and indexes; by developing a general card index modeled on an international format; by establishing an inventory room near but separate from the searchrooms; by opening to the searchers the Archives Nationales' 150,000-volume library, now limited to use by the archivists; and by adopting a single *carte de lecture*, issued and honored by all French archival depositories, which would acquaint the archivist at a glance with information about the searcher and his research subject.

QUÉGUINER, JEAN, *L'archiviste et les sociétés savantes* (The archivist and learned societies). P. 63-68.

Future progress of the archival profession in France appears to be closely allied to that of French historical societies, of which there are some 400, publishing 200 bulletins. Many hold their meetings in archives buildings; some departmental archives house the libraries and archives of the societies and assist them with distribution of their bulletins and sale of their publications. Many archivists hold offices in the societies. By serving on publication committees or as editor, by submission of his own contributions, and by encouraging university graduates in the community to participate in the societies' activities, the archivist can raise their publication standard. The growth of learned societies in France is a sign of the healthy condition of historical research. The role of the archivist is an important one since he has custody of source materials and can control the manner in which they are used. The participation of the archivist should not be considered his personal work but a part of his administrative duty and one of the most fruitful of his normal tasks.

Chroniques (News). P. 69-96.

Departmental archives in 1957-58 and 1958-59 (Ain to Lozère), p. 69-89; administrative news, p. 90-95; personal news, p. 96.

Comptes rendus (Book reviews). P. 97-100.

La Gazette des Archives, n. s. NO. 30 (1960).

Le "mot" du président (Remarks of the president). P. 103-104.

Of the 18 students admitted to the École des Chartes in 1960, there were 13 women and only 5 men. M. Monicat acknowledges the special aptitudes of women for the archival profession and their contributions to it (particularly in the Archives Nationales, where women comprise the majority of the staff), but he pleads for more young men to pursue archival careers.

BOYER, PIERRE, *Les chartistes et l'Algérie* (The chartists and Algeria). P. 105-116.

The regional archivist of the departmental archives of Algiers lists by name and class the many graduates of the École des Chartes who, while serving in Algeria as archivists, librarians, governmental administrators, and educators, have made great contributions to cultural development.

Chroniques (News). P. 117-142.

Departmental archives in 1957-58 and 1958-59 (Maine-et-Loire to Yonne, Alger to Réunion, Guadeloupe, and Guyane), p. 117-138; administrative news, p. 138-142; personal news, p. 142.

Bibliographie des inventaires répertoires et guides d'archives publiés du 1^{er} juillet 1959 au 30 juin 1960 (Bibliography of inventories and guides to archives published from July 1, 1959, to June 30, 1960). P. 143-147.

A bibliography of finding aids produced at the Archives Nationales and in ministerial, departmental, and communal archives.

Comptes rendus (Book reviews). P. 148-150.

A review by Michel Duchein of Salvatore Carbone's *Gli archivi francesi* (The French Archives), published in Rome in 1960.

HOPE K. HOLDCAMPER

National Archives

THE NETHERLANDS

Nederlands Archievenblad, VOL. 64 (1960), NO. 1.

Mededelingen van het bestuur (Communications from the executive committee). P. 1-28.

Lists of officers of the Netherlands Society of Archivists and its divisions, p. 1-2. ¶ Report of the 78th general meeting, p. 2-4. Business reports and revision of certain articles of the constitution and bylaws. A proposal of De Vey Mestdagh, consisting of a completely new draft of both constitution and bylaws, was referred to the constitution revision committee, which was directed to report at the next meeting. ¶ Presidential address, p. 5-24. This report, by G. W. A. Panhuysen, covers 16 months. Provisions of the archives law revision now pending in Parliament are discussed at some length. The definition of archival documents was not precise enough in its first version; it now has been formulated (in agreement with the Secretary of Education, Arts, and Sciences) so as to leave no doubt as to the meaning of the term; henceforth such materials as books, pamphlets, periodicals, newspapers, and clippings, if received or sent by government offices, are not to be considered archives unless they form a part of regular archival documents. Provision for the supervision of the management of municipal archives in their original offices pleased the archivists as well as the Secretary of Education, Arts, and Sciences. Despite strong protests against it from the Association of Netherlands Municipalities and from the Rural Contact-Organ for Municipal Secretaries, the measure had been steered successfully through the Second Chamber of Parliament and sent to the First Chamber. Two other important points in the proposed archives law have received thorough consideration in the Second Chamber: the need for storage space and the need for improving the salary scale for all grades of archivists. The Secretary of Education, Arts, and Sciences is fully aware of the necessity to overhaul the salary structure. Participation in the Archives Round Table in Lisbon, June 1959, in the Netherlands Historical Congress in The Hague, May 1959, and in the Netherlands-Oxford Historical Conference, Jan. 1959, are briefly reported, as well as other events in the Netherlands archival world and in the association. ¶ The report of the Division of Archivists in the National Archives, p. 25-27, concerning primarily the reelection of the presiding officer, van der Poest Clement, for another term, on the ground that continuity is important while negotiations concerning status and salary scale of personnel are being carried on. ¶ The report of the Division of Archival Officials of Municipalities and Water Districts, p. 27-28.

HARDENBERG, H., *Moderne archiefproblemen* (Modern archival problems). P. 29-36.

The widespread misunderstanding between archivists and keepers of current records is traced mainly to two sources: to Fruin, who warned archivists as early as 1915 to stay away from registry problems; and to Noordenbos, who recently insisted that only the administrator can determine the proper order of current records. The chief hindrance to understanding lies in the fact that experts in modern administration generally have an inadequate concept of the nature of archives. A cooperative arrangement—as there is in the U. S. A., Australia, and Sweden—is essential to insure the best system in current recordkeeping. There is danger, on the one hand, of compact reporting suggested by some administrators and, on the other, of too mechanical a subject classification—both anathema to the historian, who tends to become ever more specialized and incapable of coping with inadequate record systems. The average record-keeper looks upon an archive as a source of documentation much like a library. The

archivist's method of dealing with archives is organic, while among recordkeepers a speculative attitude tends to postulate a more mechanical, universally applicable treatment. This is because the archivist generally has to handle archives as a whole in order to give a comprehensive account of them, while the recordkeeper almost always is seeking a specific dossier. The archivist has come to recognize that orderly archives management is possible only when three functions become a regular part of it: the making of accession or finding lists, indexing, and orderly arrangement. The making of accession or finding lists, practiced as early as 1449 in Nuremberg, was introduced generally after the French Revolution; a simpler method of recording incoming and outgoing documents than copying them was needed and introduced. This was the *indicateur general*, which listed all incoming pieces according to sender and subject under successive numbers, showing the date of acknowledgment and the location. This system has been in use in the Netherlands since 1823. Indexing, practiced long before the end of the eighteenth century, has slowly declined in quality, with the result that some departments ultimately abandoned it. Nevertheless, top government planning has attempted twice to decree order among the individual documents of an archive: the decree of 1823 required all general administrative departments to arrange their archives chronologically, without reference to subject; the resolution of the Ministry of Postal and Archival Affairs in 1950 demanded an exactly opposite arrangement, according to a decimal plan.

Experience has shown that an archive cannot be forced into an arbitrary system. The needs of administrators called for creation of dossiers on a variety of subjects, in spite of instructions, throughout the nineteenth and twentieth centuries. An archive cannot be split into arbitrarily chosen classes without disturbing the mutual relationship among the documents forming it. Muller-Feith-Fruin knew this and stated the principle, although the phenomenal growth of modern archives has complicated effective arrangement more than the archivists of their generation could anticipate. Functional arrangement is necessary when the functions are confined to a specific administrative unit. A universal scheme is impossible. A system of universal classification will render the organization of an archive unnecessarily complicated. Various chronological arrangements applied to series of dossiers, with name and subject indexes, as practiced in Australia, show practicable alternatives.

VAN DER POEST CLEMENT, A., *Verzoek* (Appeal). P. 37.

The Study Circle for the History of Agriculture, which has set up a committee to gather material for an authentic history of the land measures used in the Netherlands, with stress on the period around the turn of the eighteenth and nineteenth centuries, appeals for cooperation of archivists in locating pertinent archival data.

Kroniek (News). P. 37-42.

Abstracts of *Archivalische Zeitschrift* (1959), *Archeion* (1958), and *Journal of the Society of Archivists* (1958). Plans for publications as well as the status of works in progress, reported by the Federal Commission on National History in its report for 1956-58, are discussed. Contents of the *Tijdschrift voor Overheidsdocumentatie* (1959-60) and publications of members in other magazines are listed.

Boekbespreking (Book reviews). P. 43-47.

Berichten (Reports). P. 47-52.

The 1960 budget for archival purposes showed a slight increase over the previous year. The personnel was increased in the Central Archives and in a number of provincial offices. ¶ The Central Archives Office is cooperating with the International Council on Archives in the preparation of a guide to sources for the history of Latin America. ¶ Reports of municipal and water-district archives. ¶ Short notes on archival events in Afghanistan and Israel. ¶ An account of the first Brabant Archivists' Day held in Sept. 1959 at Antwerp, where 50 representatives from the Dutch-Belgian border, embracing the area of the medieval duchy of Brabant, met for lectures, discussions, exhibits, and excursions.

Nederlands Archievenblad, VOL. 64 (1960), NO. 2.

Mededelingen van het bestuur (Communications from the executive committee). P. 53-59.

Report of the 79th general meeting. Permission for translating the *Handleiding* into Portuguese for use in Brazil has been granted.

Staat van het Nederlandse archiefwezen c. a. (The state of the archives of the Netherlands). P. 59-74.

A list of archival personnel in the Netherlands—professional, administrative, and technical.

BERENDS, W. N., *Praktische samenwerking* (Practical cooperation). P. 74-76.

Under a cooperative arrangement between the registry division of the Ministry of Agriculture and Fisheries and the regional offices of the Federal Archives, the division keeps the administrative document files in immediately accessible order, while representatives of the Federal Archives give advice on and assistance with files no longer in use and stored in various places.

Kroniek (News). P. 77-86.

Archivists are beginning to show an interest in the creation of the official records eventually to come under their care. It is pointed out that active participation on the part of archival management in the pre-archival process postulates special training in government organization and in methods of administration. ¶ At the annual meeting of the national archivists the durability of microreproductions was questioned, the purchase of cheap reading machines declared unwise, the anticipated purchase of a laminator reported, the organization of specific types of archives discussed, and standardization of their treatment recommended. It was suggested that security of archives is best provided in a permanent location; a study of this problem was recommended. ¶ Many provincial archivists are concerned with building problems. A central archival storage place at The Hague becomes continually more urgent. ¶ An inventory of the archives of the *Staaten-Generaal* is soon to be finished. In progress are inventories of the General Accounting Office archives, the arrangement and description of the navy registers, and inventories for a number of family, provincial government, court, church, and notarial archives. ¶ Abstracts of *Archives* (1959), *Der Archivar* (1959), and the *American Archivist* (1959).

Boekbespreking (Reviews). P. 86-91.

Berichten (Reports). P. 92-96.

Notes on personnel, chiefly in the Central Archives; notes on municipal and water-district archives. The little house of the Pilgrim Fathers, located on the premises of the Leiden archives and opened to the public in 1958, is dedicated to the display of photographic copies of archives relating to the sojourn of the Pilgrims in Leiden, 1609-20. Indexing of newspapers in Groningen (family notices in newspapers of Groningen and Ommeland for 1794-1811) and in Rotterdam (names of persons and their occupations in the *Rotterdamsche Courant* for 1770 and later) is reported.

Nederlands Archievenblad, VOL. 64 (1960), NO. 3.

HARDENBERG, H., *In memoriam Jhr. Dr. D. P. M. Graswinckel*. P. 97-101, with photograph.

Graswinckel (1888-1960) was one of the ablest archivists of the Netherlands. He served in various archival positions, 1920-46, and from 1946 until his retirement in 1953 he was Chief National Archivist. Graswinckel served in both world wars; during and after the second war he did much for the security of Dutch archives in and out of the Netherlands. He was one of the founders and first officers of the International Council on Archives and was its president in 1953.

VAN SCHILFGAARDE, A. P., *In memoriam Hendrik Leonardus Driessen (1888-1960)*. P. 102.

Driessen started his career in 1906, became Chief Archivist of the National Archives Office in Gelderland in 1924, and remained in that capacity until he retired. He did much spadework in organizing, inventorying, and publishing.

VAN DER GOUW, J. L., *Mededelingen van het bestuur* (Communications from the executive committee). P. 103-121.

The 80th general meeting was specially called on July 6, 1960, to hear a report of the chairman, G. W. A. Panhuysen, on the archives law of 1959 in the First Chamber, and to take steps to get Parliament to change its decision against the proposed legislation. Panhuysen alluded to the practically universal recognition of the detriment to society from unorganized and unprotected archives, and stated that there is now agreement generally and internationally about the effectiveness of two particular techniques—transfer of government archives to official archival storage places as soon as these archives no longer need be consulted frequently and regular and periodic inspection by professional archivists of the state of records in administrative offices. The United States (1934) and France (1936) have shown the way in this field, especially in the matter of nineteenth- and twentieth-century archives. Archivists of the Netherlands have now recognized that they must pay attention to recent records, but such an extension of their functions requires a general reorganization of the archives system. Such a revision had been drafted in 1959, under approval and in cooperation with the Department of Education, Arts, and Sciences, and had been approved by the Second Chamber of Parliament, to the great satisfaction of archivists. Rejection of the draft by the First Chamber had been a serious blow to archival aspirations and to the future welfare of the Dutch citizenry. Members of the First Chamber were not aware of the importance of records which possess an administrative value that they do not lose and which for this reason must be kept continuously in good order, well protected, and accessible, if they are to fulfill their functions in the general interest.

J. L. van der Gouw, expressing himself at length, brought the plight of the archival system and of the archivists in the Netherlands into vivid perspective with humor, irony, and occasional sarcasm. The association should take a bold attitude and proceed to action, in the knowledge of its important public assignment and responsibility. The personnel situation is outrageous: the volunteer system of aspirants, the extra-curricular nature of the training system, the poor salary and promotion schedule, the inadequate examination procedures. Improvements expected from the proposed archives law, he thought, were largely fictitious; the same improvements could be secured under the old law if it were properly implemented.

VAN HOBOKEN, W. J., *Het Vierde Internationale Archiefcongres* (The Fourth International Archives Congress). P. 122-127.

Dutch archivists were well represented at Stockholm, furnishing 35 of the 354 delegates. The relatively high cost of Swedish living probably kept others from going. Hope is expressed that the government will find it possible and advisable to pay travel and maintenance costs for future professional delegates. The report of Sabbe (Brussels) on national archives, which was earmarked for publication in *Archivum*, mentioned that the Netherlands was the first country to have an archives law (1918). The magnificent provision for research and teaching in the new City Archives building at Stockholm is unique and worthy of imitation in other countries. Even more than the meeting at Florence this last one suffered in the sessions devoted to professional deliberations: they were too long-drawn-out, the acoustics were bad, and the convention technique was poor. Remedies suggested are acoustically reliable meeting rooms; individual telephones for simultaneous translations, or no translations at all; smaller groups for effective discussion and exchange of views.

NOORDENBOS, P., *Moderne Archiefproblemen* (Modern archival problems). P. 128.

Expresses satisfaction with Hardenberg's apparent acceptance (*Nederlands Archievenblad*, 64:29-36) of the value of and need for archival management of noncurrent and current records. In view of Hardenberg's former views on such records, Noordenbos doubts that wholehearted cooperation is likely between archivists and recordkeepers right from the start.

VAN 'T HOFF, B., *Regels voor het beschrijven van kaarten in archieven* (Rules for description of maps in archives). P. 129.

The author refers to his paper of the same title (*Nederlands Archievenblad*, 57:58-68) in which he pointed out that maps do not arrive in archives in the condition in which they come to libraries. The rules for the description of titles of maps (chapter VI of the Catalog Code published by Nijhoff in 1959 for the National Committee on Library Matters) should be compared with his proposals with a view to integration of the two for archival use.

Aanvulling en correctie staat van het Nederlandse archiefwezen c. a. (Additions and corrections to the personnel lists of the National Archives Administration of the Netherlands). P. 130.

Kroniek (News). P. 131-135.

West European archival literature is abstracted—*Archivum* (1958), *Archives, Bibliothèques et Musées de Belgique* (1959), and *Archivmitteilungen* (1959). ¶ The annual report for 1959 of the Permanent Committee on Postal and Archival Matters in the National Administration shows that various ministries have requested advice on the establishment and revision of record systems, archival documentation, and the use of ball-point pens and washable ink.

Boekbespreking (Book reviews). P. 135-139.

Contains one lengthy descriptive and critical review by A. Johanna Maris of the first volume of the long-awaited survey of the Archives of the Dutch Reformed Church.

Berichten (Reports). P. 139-144.

The Ministry of Foreign Affairs has announced that all its archives (except documents relating to living members of the Royal House and dossiers on other persons) may be consulted by the public under the same conditions as the archives in the Central National Archives. ¶ The trend toward regional archival depositories and offices continues. ¶ Inventorying of the ancient archives (to 1591) of Nijmegen has reached the final stages. Numerous *polder* archives have been or are being inventoried. ¶ The Economisch-Historisch Archief has an impressive collection of archives concerning the industrial area of Twente. ¶ Belgian and Dutch archivists, including the two national archivists, Sabbe and Hardenberg, met in Breda on Sept. 9 and 10, 1960, with the purpose of cultivating closer contact among archivists in the area of the former Duchy of Brabant. The next meeting will be at Brussels in 1961.

Nederlands Archievenblad, VOL. 64 (1960) NO. 4.

Mededelingen van het bestuur (Communications from the executive committee). P. 154-159.

At a meeting of officials of the Division of Municipal and Water-District Archives, Oct. 6, 1960, the chairman mentioned personnel changes in the Dutch archivists' world and, apropos of the recent treatment of the proposed archives law in the Upper Chamber of Parliament, he pointed out that insistence on municipal autonomy in 1919, coupled with language specifically charging municipalities with responsibility for proper archival management, had left this responsibility to the communities. Improvement had occurred along all lines of archival economy; there was, however, no reason to be complacent. There was complete agreement with the Central Office for Higher Officials regarding the need for improvement of the salary scale in municipal archives

services. The proposal by the executive committee for integrating the divisions for national and municipal archives officials was approved. The possibility of introducing job-analysis techniques and merit-system salary scales in order to achieve more satisfactory salaries for archival personnel was discussed without result.

VAN DER KLOOSTER, L. J., and A. E. M. RIBBERINK, *Studiedagen voor archiefambtenaren 1960* (Seminar for archives officials 1960). P. 150-152.

Sixty-six persons attended the fifth annual seminar for archives officials on Sept. 20 and 21, 1960, at which the chief topic was house and family archives. The papers read are abstracted below.

VAN SCHILFGAARDE, A. P., *Huis- en familiearchieven* (House and family archives). P. 152-160.

The definition of house, family, and personal archives in the Muller-Feith-Fruin handbook is inadequate. House archives, as distinguished from family archives, include records resulting from administration of extensive and important landed possessions and from the rights pertaining to these. Numerous examples of house and family archives are given. It is often impossible to apply the principle of provenance; the author evolved his own system of organization and stuck to it in spite of criticism. For manorial archives he segregated the executive from the merely administrative documents; feudal registers formed another category; and still another was records of rent collectors and other officials.

VAN EEGHEN, I. H., *Amsterdamse familiearchieven* (Family archives of Amsterdam). P. 160-164.

Methods of discovery and acquisition of the records; arrangement and description; publication of inventories; content; and publication of family archives. The author visualizes many more publications of Amsterdam house and family archives, continuing the impressive series already brought out during the past 60 years by the society Amstelodamum.

EVANS, DAVID L., *Family archives*. P. 164-176. In English.

British experience in preserving family archives, in which the author includes the records of family business. The work of the Historical Manuscripts Commission is discussed at length.

VAN DER POEST CLEMENT, A., *Heeft de overheid een taak ten aanzien van de zorg voor de niet-publiekrechtelijke archieven?* (Has the government a responsibility with regard to nonpublic archives?). P. 176-186.

The new archives law possibly will ignore nonpublic archives altogether, though many archivists have wished for an extension of the paragraphs in the law of 1918 that provided for the professional care of such records if deposited in public archival establishments. Historians have ever more need for records beyond those in public repositories. Church societies and parishes take care of their records. Publication of more finding lists, such as those the Reformed Church has begun to issue, or analyses on card files, which might be copied by anyone, are desirable. Most private archives should be safeguarded and cared for by their owners. Business records have eminently practical value to their owners—especially those of the immediate past—but older business records have often been left to deteriorate because the owners had no historical interest. If institutions and plants insist on placing their archives in public custody, the Netherlands Archives for Economic History ought to be first choice.

Many valuable private archives may be lost permanently, since the government has so far deliberately kept from interfering. The Historical Society in Utrecht attempted to cope with the problem and submitted the matter to the Federal Commission for National History, which took counsel with the Royal Netherlands Society for Genealogy and Heraldry and with the Central Bureau for Genealogy. This statement resulted: "Central registration of archives in private ownership, especially of the older

family archives, is urgently needed; this can best be initiated not by official agencies, but by institutions and persons . . . ; it is better not to publish the data secured, but to place them in a central place upon cards . . . The English National Register of Archives may serve as an example . . . *It is not intended to persuade the owners to transfer the ownership or usufruct of their archives to public institutions.*" The initiative in the construction of a proposed private-archives register must come from the government, which will set up a permanent commission immediately to study which archives registered should be preserved. The commission should have as members, besides the Chief National Archivist and the Director of the Bureau for National History, private citizens and directors of learned and scientific societies.

BEYERMAN, J. J. *Bewaring van plaatselijke belastingkohieren* (Preservation of local tax lists). P. 187.

Should all types of local tax lists, including those levied on dogs, amusements, sales, and other things, be preserved ad infinitum as presently provided? No good reason for saving such tax lists longer than 20 or 30 years has appeared.

Kroniek (News). P. 187-191.

The 1959 annual report of the National Institute for the Documentation of the Second World War. ¶ Abstracts of the first issue of *S. A. Argiefblad* and of *Rassegna degli Archivi di Stato* (1959) and *Archeion* (1958).

Boekbespreking (Book reviews). P. 192-193.

Berichten (Reports). P. 193-196.

A general note on the national budget for 1961, with figures concerning archives and history. ¶ In the Province of Utrecht a district archives office has been formed. ¶ Final separation of so-called "new" and "old" archives, a measure long overdue because of a geographic adjustment of 1942 between the municipalities of Breda and Nieuw-Ginneken, will apparently bring about a more reasonable period division for the transition from the Napoleonic era. ¶ There are many reminders of the need for archival storage and workspace and new buildings all over the Netherlands.

ICKO IBEN

University of Illinois

UNION OF SOVIET SOCIALIST REPUBLICS

Istoricheskii Arkhiv, 1959, NO. 2.

BELOV, G. A., and V. V. MAKSAKOV, *Arkhivnoe stroitel'stvo SSSR na novom etape* (A new stage in archival work in the U.S.S.R.). P. 169-183.

According to the decree of the Council of Ministers of Aug. 13, 1958, on the State Archives *Fonds* and the Network of the State Central Archives (*Polozhenie o Gosudarstvennom Arkhivnom Fonde Soiuza SSSR i seti Tsentral'nikh Gosudarstvennikh Arkhivov SSSR*), as published in the Official Register of the Soviet Government (*Sobranie postanovlenii Pravitel'stva SSR*), 1958, no. 14, p. 393-404, and signed by N. Khrushchev, the State Archives *Fonds* (*GAF-Gosudarstvennyi Arkhivnyi Fond*) represents the "collectivity of records of the Soviet State having scientific, political, or common significance." The *Fonds* is divided into two groups: the first embraces all records related to the history of the U. S. S. R. and Soviet society; the second, all other records that originated in the pre-Soviet era, as well as those created by non-Soviet governments or administrations in any territory now part of the Soviet Union. The second therefore includes the records of the German occupation forces from 1941 to 1945.

The already existing Main Archives Administration (*GAU-Glavnoe Arkhivnoe upravlenie*) is in charge of the nine central state archives. Archival establishments on state and local level are supervised by GAU only through "the archives administrations of the Ministries of Interior of the federated republics." The Main Archives Ad-

ministration is primarily "a scientific educational center in the field of archival science," entrusted with the organization and study of the theory of archival science, the coordination of archival activities among various archives, and the planning of archival publishing in cooperation with the Academy of Sciences and other institutions.

The "bourgeois archival principle . . . that the administrator is the only agent in selecting and discarding records" is denounced. In the U. S. S. R. the Main Archives Administration and other state or local organizations do this. The decree specifies varying retention periods for different types of records instead of the former generally applied five-year retention period. The records of the Ministry of Foreign Affairs, the All-Union Geological *Fonds* of the U. S. S. R., All-Union State *Fonds* of Motion Pictures, A. M. Gorki's papers, and some other groups are detached from the Main Archives Administration.

An archival *fonds* is defined as "a body of records, which originated from the activities of an organization, enterprise, or person." The *respect des fonds* is reaffirmed, since "an archival *fonds* cannot be divided and must be kept in only one establishment." The main purpose of the new decree is to bring more clarity into archival theory and practice. Until recently "archives were considered by all departments as organs of administrative management." The new decree especially emphasizes the scientific-educational functions of archival institutions. The article concludes with an all-out attack on domestic as well as foreign enemies of centralized archival systems. Epstein's article in the *American Archivist* (20: 131-145; Apr. 1957), comparing American with Soviet archival science, only sees "the desired as a fact." Posner's article in the *American Archivist* (18:207-216; July 1955) shows how American archivists are handicapped by the lack of archival centralization in the United States.

PARASKIV, ION, *Arhivnoe delo v Rumynskoi Narodnoi Respublike* (Archival work in the People's Republic of Rumania). P. 184-196.

By the end of the sixteenth century the registry system appeared in the offices of various principalities. The first state archives were organized in 1831 in Bucharest under the Department of Interior and, the next year, under the Department of Justice. After the union of the Walachian and Moldavian principalities both archives came under the Ministry of Education and Religious Confessions. The decrees of July 23, 1863, and Aug. 24, 1864, required the archives to accept custody of monastic records. Shortly afterwards more archival legislation was enacted, and this remained in force until 1925. Then a new law established four regional archives administrations and prescribed a 30-year retention period for all governmental records. The decree of Jan. 27, 1951, transferred the archives from the Ministry of Education to the Ministry of Interior. The decree of the Council of Ministers of May 29, 1951, established the State Archives Administration, which issued new instructions for archival work and organization in 1954. Another decree at the same time also established the communist system of a single state *fonds* and provided for its management and organization.

The first Rumanian archival training was available in 1924 in the Practical School of Archivists-Paleographers, established and conducted by the Main Administration of the State Archives. Later it was reorganized as a Superior School of Archival Studies and Paleography, to which was added in 1942 the Scientific Research Institute of Archival Studies. In 1948 the school was reorganized into what was called simply the Archives Institute; this, however, was short lived and closed in the fall of 1950. Since then professional training has been available at the School of History in Bucharest University. The Main Archives Administration, situated in a former monastery, publishes *Revista Arhivelor*. The whole archival system is strictly based on Soviet experience. The article is illustrated and is furnished with footnotes on original archival literature in Rumanian. One picture shows the interior of the museum of the Main Archives Administration; another is a scene in the stacks. The records appear to be stored in cardboard boxes of approximately the same size as those in American record centers.

BOGUSLAVSKI, G. A., *Iz istorii arkhiva Oruzhenoi Palaty* (From the history of the Armory Archives). P. 215-223.

The archives of the Armory Palace grew gradually as a result of various mergings with other institutions. The records are divided into two groups: rolls (1613-1705); and some 1,200 volumes and registers, together with some 1,500 other records. The history of these records is discussed in detail.

BOGOMIR CHOKEL

Library of Congress

YUGOSLAVIA

Arhivist, VOL. 8 (1959), NO 3/4.

BILJAN, FRANJO, *Vanredna skupština Saveza društava arhivskih radnika Jugoslavije* (Extraordinary assembly of the League of Yugoslav Archivists). P. 7-10.

The League of Yugoslav Archivists, established in 1953, was at first organized as a trade union of workers in the archival profession. After the recent reorganization of the whole Yugoslav trade union system the league became an independent, professional organization, and all its former trade union functions were assumed by the Trade Union of Cultural and Educational Workers. Professional papers read at the meeting are abstracted below.

Pravila Saveza društava arhivista FNR Jugoslavije (Bylaws of the League of Yugoslav Archivists). P. 11-14.

STULLI, BERNARD, *O kulturno-prosvjetnoj djelatnosti arhivskih ustanova* (On the cultural and educational activities of archival establishments). P. 15-30, abst. in French.

An elaborate discussion of the necessities and purposes of archives in a communist society based "on ideological foundations of socialist humanism," made possible only by following "the Marxian critical view in respect to cultural creativity."

PETROVIĆ, DOBRILA, *Fondovi vrhovne državne uprave i neki problemi stručnog rada sa njima* (The *fonds* of the State Administration and some problems related to their arrangement). P. 31-43, abst. in French.

The main problem in arranging Yugoslav governmental records appears to be establishment of correct dates for the cessation of various agencies, creation of new ones, and their takeover. This problem stems mainly from the apparent continuity of functions on the part of many agencies, especially ministries, which first originated in the Kingdom of Serbia, were continued in the Kingdom of Yugoslavia, somehow functioned during the Axis occupation and the Independent Croat State (1941-45), and are still part of the postwar government of Yugoslavia. The transition from one agency to the other was often gradual and occurred at different times in different places. Not less handicapping are the considerable gaps caused by wartime destruction of records. The compilation of a complete up-to-date list of destroyed or deported records would considerably facilitate the work of arrangement.

JOVANOVIĆ, LIDIJA, *Služba konzervacije i mikrofilmovanja* (Record preservation and microfilming service). P. 44-51, abst. in French.

This branch of archival services is relatively young in Yugoslavia and was first fully discussed in 1950 during the first consultative session of the Main Archives Council. So far, progress has been slow and few archival establishments are fully equipped for the purpose. The best equipped seems to be the Institute of History of the Yugoslav Academy of Sciences in Zagreb, which also has a home-designed and -built laminator, "Impregnator." Microfilming was started in 1950 with two cameras providing service to archival establishments according to their needs. The first job of

this kind was done in the historical archives of Dubrovnik. Other archival establishments later provided for their own microfilming services. Some microfilming of records in foreign archives has been accomplished but not systematically. Plans for future development of record preservation by microfilming are proposed.

ŽIVKOVIĆ, DUŠAN, *Dokumenti za istoriju SKJ u arhivima Hrvatske, Slovenije i Sarajeva* (Documents on the history of the Yugoslav Communist Party in the archives of Croatia, Slovenia, and Sarajevo). P. 52-66.

A review of the records related to communist activities in prewar Yugoslavia, supplementing data published in no. 1/2 of this volume.

Izveštaji i vesti (Reports and news). P. 67-78.

Milorad Dželebdžić reports on the activities of the "Archives Sunday" (*O "Nedelji arhiva" 1959 godine*, p. 67-72), an annual event held in November and aimed toward promoting broader interest in archival documentation and propagandistic advantages of primary sources. ¶Kasim Isović reviews the annual general assembly of the Society of Archivists of Bosnia and Herzegovina (*Godišnja skupština društva arhivskih radnika Bosne i Hercegovine*, p. 72-74). New rules and bylaws were adopted. ¶Majda Smole reports on the same event in Slovenia (*Poročilo o obćnem zboru društva arhivskih delavcev LR Slovenije*, p. 74-75). The main discussion was centered on the old problem of a satisfactory building for the Slovenian State Archives. ¶Milan Spasojević discusses administrative and functional changes in conjunction with the reorganization of the Yugoslav trade union system (*Povodom reorganizacije u SSJ*, p. 76-77). ¶F. B. reports on the Archival Round Table held in June 1959 (p. 77-78).

Prikazi i kritike (Digests and reviews). P. 79-101.

Abstracts of *Archivum* (1957) and *Der Archivar* (Dec. 1958, Mar. 1959) are included.

Nekrolozi (Obituaries). P. 103-104.

Milivoj Korlević, the first Croat Chief Archivist of the State Archives of Rijeka and vice president of the National Council of Rijeka in 1918, died at the age of 70 on Oct. 25, 1959. ¶Margita Radović, founder and member of the Historical Archives in Čačak, died on Nov. 26, 1959.

Bibliografija (Bibliography). P. 105-127.

Andrija-Ljubomir Lisac continues his contributions to the Yugoslav Archival Bibliography (*Prilozi Jugoslavenskoj arhivističkoj bibliografiji*).

BOGOMIR CHOKEL

Library of Congress

Sanctioned and Blessed

. . . whatever the lacunae there may be in American [church] archives, or whatever the shortcomings of their keepers, there is much that we archivists can and must do to preserve those that remain. Our Society has sanctioned and blessed the effort to preserve church archives, and thereby given us a standing that will assure attention when we speak disinterestedly and *pro bono publico*.

— Henry L. Savage, review of W. E. Tate's *The Parish Chest* . . . , in *American Archivist*, 10: 310 (July 1947).

THE SOCIETY OF AMERICAN ARCHIVISTS

ANNOUNCES ITS

25TH ANNUAL MEETING

KANSAS CITY, MISSOURI

October 5-7, 1961

Headquarters: Continental Hotel
11th & Baltimore

Local Arrangements Committee Chairman:

Philip C. Brooks
Director
Harry S. Truman Library
Independence, Missouri

Program Committee Chairman:

Karl L. Trever
Special Assistant to the
Archivist of the United States
National Archives and Records Service
Washington 25, D. C.

WINTER MEETING

JOINT LUNCHEON

Society of American Archivists
and

American Historical Association

December 28, 1961

Washington, D. C.

ROBERT H. BAHMER, *presiding*

W. KAYE LAMB, *speaker*

"THE ARCHIVIST AND THE HISTORIAN"

Tickets for the luncheon should be purchased at one of the A. H. A. reservation desks (at the Shoreham or the Sheraton-Park Hotel) as soon as possible after arrival in Washington.

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL ANNOUNCEMENTS

Annual Meeting—25th Anniversary

Particulars about the Society's 25th annual meeting, to be held in Kansas City, Mo., October 5-7, 1961, are being furnished Society members by mail from the secretary's office. Up to September 20 reservations should be sent to Dolores C. Renze, Secretary, S. A. A., 332 State Services Building, 1525 Sherman, Denver 3, Colo.; after September 20 they should be sent to Philip C. Brooks, Chairman, Local Arrangements Committee, S. A. A., attention of James R. Fuchs, Harry S. Truman Library, Independence, Mo.

The State Records Committee will have an open meeting and dinner for all interested Society members on the evening of October 4. That committee is developing exhibits, for display at Kansas City, representative of State archival programs. Other committees planning open meetings include the Committees on Church Records and Business Records.

Winter Luncheon Meeting

The Society will hold its 1961 winter luncheon meeting in Washington, D.C., on December 28, during the annual meeting of the American Historical Association. Robert H. Bahmer will preside as 1961-62 president. The luncheon address, "The Archivist and the Historian," will be given by W. Kaye Lamb, Dominion Archivist of Canada and a member of the Council of the Society. Members of the Society are warned that no other notice will be given them of this meeting and that they should plan to make their reservations in due course through the local arrangements committee of the American Historical Association. See display announcement on opposite page.

NEW MEMBERS

INDIVIDUAL: Donald C. Anthony, Albany, N. Y.; Sister Mary Augustine, Sylvania, Ohio; Sister M. Clarice, O. S. F., Springfield, Ill.; Sara S. Cleckner, Harrisburg, Pa.; Kenneth C. Cramer, Hanover, N. H.; Robert H. Lando, Alexandria, Va.; Cenia B. McNairy, Annapolis, Md.; William H. Monagan, Washington, D. C.; Sandra D. Wainhouse, Milton, Mass. INSTITUTIONAL: Nassau Museum, Long Island, N. Y.

COMMITTEES

Committee on Labor Union Records

Paul Lewinson, chairman, and Morris Rieger have completed their survey of labor union records in the United States. Their report, submitted to the Society president on June 19, will be published in our January 1962 issue. The an-

notated tabulation with which the report concludes gives such data about union records, down through the State federation level, as could be elicited from a questionnaire submitted by the committee to unions late in 1960.

Committee on Church Records

There follows a report, somewhat abridged from minutes prepared by Elizabeth Kieffer, secretary pro tem, of the open meeting of the committee at Boston, Mass., on October 5, 1960. The Rev. August R. Suelflow, committee chairman, presided at this meeting, which was held in conjunction with the 24th annual meeting of the Society.

The committee discussed its progress toward its four basic objectives as determined at its first session:

1. To serve as an advisory committee in the total area of church records in America.

The question was raised as to whether we should give advice only on records or on museum collections and libraries as well. There was general agreement with a remark made at the morning session, by Fr. Varieur, that chalices, church furnishings, rare editions of doctrinal works, religious paintings, etc., *are* church archives. More controversial was the question whether we should offer to help the curator of archives of an individual congregation, or a small organization within a denomination, or whether we should work through the official depository of the denomination's archives, and let the information filter to individuals. The latter approach seemed to have majority approval.

2. To discover mutual problems, developments, and prospects in the field of church records.

The directory of church archives depositories proposed at the Philadelphia meeting in 1959 was discussed in detail. Some members had already sent in the information for their denominations. The problem now raised was how to reach the denominations not before represented and how to discover the whereabouts of the smaller "disorganized" archives. Members of the committee volunteered their help with certain denominations for which the directory had no information. The information desired is a brief description of holdings, with inclusive dates; any regulations on access; and the denominations included.

In the course of the discussion, Dr. Sonne gave an account of the directory of seminary libraries now being compiled by the American Theological Library Association (projected date of publication, 1961). It was agreed that our directory should supplement and in no way overlap this compilation. The matter of an exchange medium was discussed, and it was agreed that we should request a page in the *American Archivist*. Dr. Gingerich consented to compile information for such a page, and members present promised to send him any suitable news items.

3. To survey and study issuances on church records.

Dr. Suelflow reported that the bibliographical service, Mabel Deutrich, compiler, had received no reports of any items in this field. He reiterated that what was wanted was items of technical nature, excluding raw material, congregational publications, lists of resources, etc. Each denomination should send in its own publications. The discussion then turned to Dr. Gingerich's paper on the preparation of a manual for church archivists. The committee agreed to urge the editor of the *American Archivist* to publish this excellent outline.

4. To interest groups and individuals in the general movement for the preservation and administration of church archives.

The first question discussed in this field was how to coordinate the work of the advisory committee of the Society with our individual needs; *e.g.*, how to put a person considering the erection of a church archives building in touch with the findings of the Society's Committee on Archival Buildings and Equipment. The National Union Catalog of Manuscript Collections was briefly discussed. Almost all present reported that they were aware of the project, and many were already cooperating. On a proposal for area meetings of church archivists no action was taken.

The problem of cooperation between church historians and church archivists was raised, and it was suggested that the committee discuss this at some meeting of the church historians' group. It was also suggested that there should be closer cooperation between our committee and the Council of the Society, and that we request that a representative be appointed to work with the Council.

Referring to information that a number of secular depositories, such as the Maryland Hall of Records, have large collections of church records, it was suggested that an effort be made, perhaps through a request in the *American Archivist*, to discover their location and holdings.

In conclusion, the chair called for a criticism of the workshop held at the morning session of the Society. The consensus was that the title is misleading, and that such sessions should either become real workshops or be called panel discussions. The shortness of the time allowed was again deplored, and it was agreed to request longer sessions at the Kansas City meeting.

OTHER PROFESSIONAL ASSOCIATIONS

International Visual Communications Congress

The fifth annual International Visual Communications Congress will be held at the Biltmore Hotel in Los Angeles, December 2-5. The congress is jointly sponsored by the Society of Reproduction Engineers, the American Institute for Design and Drafting, and the American Records Management Association. Information about the congress may be had from John E. Sedan, 18465 James Couzens Highway, Detroit 35, Mich.

American Military Institute

Persons desiring to attend or to obtain information about the institute's seminar on the Civil War, November 3-4, should address the American Military Institute, 511 11th St. N. W., Washington 4, D. C. Besides the speakers mentioned in our July issue, Robert Langdon (U. S. Naval Academy) will speak on "A Century of Civil War Naval Literature" and Henry P. Beers (National Archives) on "Archival and Manuscript Sources for the History of the Confederate Navy."

ACADEMIC INSTRUCTION

Graduate School, U. S. Department of Agriculture

Courses being offered this fall include "Records Management Procedure" (Dorothy M. Luttrell and Robert H. Lando), "Reports and Forms Management" (Edward J. Lewis and William B. Rice), "Government Letter Writing" (Lucile N. Boyd), and "Management of Directives Systems" (C. E. Wylie).

American University

A new course, "The Arrangement and Classification of Documents and Records" (Marie Charlotte Stark and Dorothy Hill Gersack), is being of-

ferred this fall. It covers principles of classification, standard systems for arranging and coding case and subject files and documents series, and rules for alphabetizing proper names. There will be a second-semester companion course, "The Indexing of Documents and Records."

NATIONAL ARCHIVES AND RECORDS SERVICE

Herman Kahn, Director of the Franklin D. Roosevelt Library since 1948, has been appointed Special Assistant to the Archivist of the United States. He will assist the Archivist in administering the Presidential libraries. He has been succeeded as Director of the Roosevelt Library by Elizabeth Drewry, who has been on the staff of the National Archives since 1936, recently as Chief of the Records Retirement Branch of the Office of Records Management.

National Archives

Among recent accessions are records of the Office of the Administrator, Agricultural Research Administration, 1942-53, concerning the policies, problems, and results of the major scientific research programs of the Department of Agriculture; records of the Office of the Secretary of the Interior, 1917-59, including office files of Oscar L. Chapman, 1933-53, as Assistant Secretary, Under Secretary, and Secretary, records of the Program Staff, 1947-53, which assisted the Secretary in formulating and implementing policies and programs of the Department, and records of the Office of Land Utilization; the central files of the National Institutes of Health and their predecessors, 1915-51; and certain labor-management dispute mediation case files of the Federal Mediation and Conciliation Service, 1948-54, selected because of their importance or their representative nature. ¶ A detailed catalog of an exhibit entitled *United States Scientific Geographical Exploration of the Pacific Basin, 1783-1899* has been published. The exhibit, consisting largely of reproductions of documents in the National Archives, was prepared for the Tenth Pacific Science Congress, meeting in Honolulu August 21 through September 6. ¶ Also recently published are two more circulars in a series designed to eliminate or shorten replies to certain types of reference letters: *Age and Citizenship Records in the National Archives* and *Genealogical Records in the National Archives*. ¶ The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published the following additional guides to German records microfilmed at Alexandria, Virginia: no. 26, *Records of Reich Office for Soil Exploration*; no. 27, *Miscellaneous SS Records: Einwandererzentralstelle, Waffen-SS, and SS-Oberabschnitte*; no. 28, *Records of the Reich Ministry for the Occupied Eastern Territories, 1941-45*; and no. 29, *Records of Headquarters, German Army High Command (Part II)*.

Among microfilm publications recently completed are Records of the Department of State Relating to Internal Affairs of Germany, 1910-29 (182 rolls); to Internal Affairs of Montenegro and to Political Relations Between the United States and Montenegro, 1910-29 (2 rolls); to Political Relations Between the United States and Germany, 1910-29 (4 rolls), and Between

Germany and Other States, 1910-29 (4 rolls); and to Political Relations Between Mexico and Other States, 1910-29 (2 rolls). Also completed are the Compiled Service Records of Confederate Soldiers Who Served in Organizations Raised Directly by the Confederate Government (123 rolls) and of Confederate General Staff Officers and Nonregimental Enlisted Men (275 rolls); the Unfiled Papers and Slips Belonging in Confederate Compiled Service Records (442 rolls); the Compiled Service Records of Volunteer Soldiers Who Served During the Mexican War in Mormon Organizations (3 rolls); the 1960 volume of the *Federal Register* (7 rolls); the Report Books of the Bureau of Indian Affairs, 1838-81 (38 rolls); and the Domestic Letters of the Department of State, 1784-1906 (171 rolls). The Miscellaneous Letters Received by the Secretary of the Navy, 1807-84, have been microfilmed through 1861. ¶ More than 80 pamphlets have been issued describing the contents of individual microfilm publications. Of special significance is the 55-page pamphlet that accompanies the microfilm publication of the Continental Congress Papers, which contains background information on the papers as well as a detailed description of each of the 204 rolls on which the records have been microfilmed.

Additional information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Franklin D. Roosevelt Library

The Library has received the papers, 1894-1957, of the late John Ihlder, Executive Director of the National Capital Housing Authority from 1934 to 1952. The papers reflect Ihlder's lifelong interest and accomplishment in the fields of low-cost housing and city and regional planning and relate to most aspects of public and civic affairs in the District of Columbia during the past 30 years. Some 83,000 pages of correspondence and related materials are open for research. Also received was Ihlder's private library on housing, with emphasis on low-cost public housing in both Europe and the United States.

Harry S. Truman Library

The Library has recently acquired papers of James E. Webb, representing his service as Director of the Bureau of the Budget and Under Secretary of State and his other professional activities; John M. Redding, former Government official, publicity director of the Democratic National Committee, and author of *Inside the Democratic Party*; Frieda B. Hennock, former member of the Federal Communications Commission; Stanley Andrews, former Administrator of the Technical Cooperation Administration; and James Boyd, former Director of the Bureau of Mines and Defense Minerals Administrator. Inquiries about access to these and other papers in the Library should be addressed to the Director. ¶ Grants-in-aid to scholars for research have been issued by the Harry S. Truman Library Institute to eight persons in 1961. Applications for such grants should be sent to the Director of the Library before October 1 and April 15 of each year.

Office of Records Management

Holdings of the Federal Records Centers have now reached nearly 7,000,000 cubic feet. Included are 900,000 cubic feet of records at the former Department of Defense Military Personnel Records Center at St. Louis, which was taken over by the National Archives and Records Service on July 1, 1960. ¶A recently developed workshop on source-data automation has been given to personnel in agency paperwork management and will shortly become a part of the formal NARS workshop program. ¶A survey of Veterans Administration hospital clinical records has been completed, and proposals have been made for a new directive system for the Federal Aviation Agency. Besides surveys in progress in the Washington area, 13 agencies are receiving survey assistance in their various regional offices. ¶A study on *Records Disposition and Magnetic Tape* has been completed by Richard A. Jacobs. It is a preliminary exploration of legal and other considerations pertaining to the use and disposition of tape used in electronic-data processing.

Office of the Federal Register

The 1961-62 edition of the *United States Government Organization Manual*, revised as of June 1, 1961, has been published and is for sale for \$1.50 by the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

LIBRARY OF CONGRESS

The Manuscript Division has received about 6,000 papers of John Archer Lejeune, including biographical materials, files of General Lejeune's speeches and articles, and correspondence, 1893-1942, covering his service in the Spanish-American War and World War I and as commander of the Marine Corps (1920-29) and his later superintendency of the Virginia Military Institute. ¶Other recent accessions are some 23,000 papers of Minnie Maddern Fiske, famous American actress, including correspondence, playbills, prompt books, photographs, and related materials that give a vivid picture of the American theater from the post-Civil War years to about 1930; and 2,000 papers of American artist George Biddle, consisting of a series of sketchbooks and correspondence including letters relating to murals in public buildings. ¶An addition (ca. 7,000 pieces) to the papers of James Michener contains manuscripts of articles, the manuscript of his book on *Japanese Prints*, and correspondence, 1954-55 and 1959-60, including some with his publishers, producers, "fans," and critics.

STATE AND LOCAL NEWS

Alaska

The Library of Congress reports in its *Information Bulletin* (June 19, 1961) that Senator E. L. Bartlett's bill, S. 1644, to provide for arranging, transliterating into Latin characters, indexing, and microfilming the records of the Russian Orthodox Greek Catholic Church in Alaska (in the collections

of the Library of Congress) was passed by the Senate on June 16. These records, a major source of vital statistics for the area, were removed from Alaska to the New York headquarters of the church in 1940 and were later transferred to the Library of Congress. The bill directs the Librarian, subject to certain restrictions, to make available at reasonable cost copies of the index and microfilm and authorizes an appropriation not to exceed \$15,000.

Arizona

George E. Warren, formerly of the Colorado State Archives, became State Archivist of Arizona in September. He will work with Alice Good, Director of the Arizona State Library and Archives.

California

The State Historical Society has received the archives of H. Liebes & Co., San Francisco furriers for almost a century. ¶ Lyle R. Clark, consultant for Bekins Business Records Center, Los Angeles, has won the annual education award of the Record Management Association of Southern California. This award, for outstanding work in the field of records management, was given to Mr. Clark for his master's thesis, "A Course of Study on Records Management."

Colorado

A ruling by the State Supreme Court on the Colorado Rules of Procedure requiring each clerk of a county or district court to "keep a book" states that a "book" can take many forms and a roll of microfilm can be a "book." ¶ State Archivist Dolores C. Renze spent the month of July in Alaska on a busman's holiday as consultant on a microfilm installation. ¶ New staff members of the Division of State Archives and Public Records are Alvin L. Smith, Jr., Elizabeth McF. Graham, and William F. Marina. Joaquim Alberto Iria, Director of the Arquivo Histórico Ultramarino at Lisbon, Portugal, visited the division on May 8. The visit was arranged by the International Education Council.

Delaware

Friends of the John Dickinson Mansion aided in the purchase of a valuable collection of Dickinson letters recently found in England. Leon deValinger, Jr., soon after his appointment as editor of the Dickinson papers, inquired of the dealer who offered them for sale; and by return mail he received the entire collection. ¶ Records of the Delaware Railroad, 1847-1944, are now in the Hall of Records, Dover. ¶ The University of Delaware Library has acquired the diplomatic papers, 1932-47, of the late George S. Messersmith, former Ambassador to Uruguay, Austria, Mexico, and Argentina; American Consul in Berlin, 1930-34; and Assistant Secretary of State, 1937-40. The papers include copies of letters and of confidential, secret, and top secret despatches to succeeding Secretaries of State, and Messersmith's lengthy notes for his projected memoirs. ¶ During the first week of July the Longwood Library was removed from Longwood Gardens, near Kennett Square, Pa., to

Greenville, near Wilmington, Del., where it was combined with the Hagley Museum Library to become the Eleutherian Mills Historical Library. Charles W. David continues as its director.

Georgia

Construction of the 14-story State Archives Building will begin in November.

Illinois

The June 1961 issue of *Illinois Libraries* contains articles by six of our Society's members: "Records Responsibility at State and Local Levels," by Theodore J. Cassady; "Microphotography, a Service of Records Management," by John T. Caton; "Methods and Procedures," by Virginia Lake; "Archives in Randolph County, a Revised Inventory," by Marguerite J. Pease; "The Name Index," by Emma M. Scheffler; and "Modern Book Papers," by Wallace R. Bulpitt. ¶ We are reminded by this excellent issue of *Illinois Libraries* to acknowledge the kind permission of its editor to use, in the present issue of the *American Archivist*, the photograph of Margaret C. Norton that appeared originally on the cover of *Illinois Libraries* (Apr. 1957). Indeed, the actual cut of the photograph was lent us. ¶ The library of the Northern Baptist Theological Seminary, Chicago, has purchased the Susan V. Russell library of 75 tape recordings of sermons by outstanding contemporary preachers. ¶ St. Procopius College, Lisle, has acquired 6,000 items of Lincolniana, including 2,500 books and pamphlets; 1,200 prints, photographs, and lithographs; and clippings, letters, documents, sheet music, and sculpture. ¶ The WGN (radio station) music collection—about 2,700 titles of special orchestral parts, vocal scores, and other items—is now available in the University of Illinois Library.

Indiana

Thomas T. McAvoy, C. S. C., archivist and curator of the manuscript collections of the University of Notre Dame, returned in May after seven months in Europe, where he collected microfilm copies of materials on American Catholic history. Photographed from the archives of the Sacred Congregation of the Propaganda, the records generally include all documents concerning what is now the United States from 1622 to 1861. American materials were also copied in several other collections in Rome. Positive copies of these materials will be made available to all qualified scholars. A calendar of the Propaganda materials, being prepared under the direction of Antonine Tibesar, O. F. M., of the Academy of American Franciscan History, will be published within two years. Father McAvoy contributes an article in this issue.

Michigan

Bernice Sprenger has been named assistant chief of the Detroit Public Library's Burton Historical Collection, of which James Babcock is chief. ¶ The State Historical Commission, Lansing, has published an 8-page *Guide to Photographic Resources in the Michigan Historical Commission Archives*. ¶ Letters from the manuscript collection of the University of Michigan's William

L. Clements Library have been edited and arranged by Howard H. Peckham, director, in a sound-recorded narrative, "Voices of the American Revolution." Included are excerpts from the correspondence of Washington, Franklin, Hamilton, and John Adams, and the British generals Cornwallis, Burgoyne, and Howe. A few copies of the disk recordings are still available from the library.

Minnesota

The Historical Society is seeking materials to document aviation history in the State—manuscripts, personal recollections, pictures, artifacts, and publications.

Mississippi

The Old Capitol Restoration and State Historical Museum in Jackson was dedicated on the birthday of Jefferson Davis, June 3, in ceremonies in the historic House of Representatives, Old Capitol.

Missouri

The Concordia Historical Institute distributed in June the *Minutes and Reports of the Sixth Archivists' and Historians' Conference of the Lutheran Church—Missouri Synod*. The conference was held at the institute in St. Louis, October 25-26, 1960 (see *American Archivist*, 24: 117). ¶ Writings of Martin Luther and other Reformation leaders in libraries and private collections in Europe are being microfilmed by the Institute for Reformation Research, St. Louis. Security copies are stored in an underground depot in the Rocky Mountains. For articles describing this project, launched in 1957, and the Knights of Columbus Vatican Film Library project at St. Louis University, see *Library Trends* (Oct. 1960). ¶ St. Louis has recently established a centralized archival library to house the archives of the city. The older records are being microfilmed for use and security. Additional information may be had from Joseph J. Backers, Engineer in Charge, Microfilm Section, 1 City Hall, 1200 Market Street, St. Louis 5.

New York

A collection of Hebrew manuscripts on microfilm (750 rolls) is now available at the Jewish Theological Seminary in New York City. The microfilming, begun in 1953 and now about a third complete, should be finished in 1966. According to Vice Chancellor Simon Greenberg, the collection will include all known manuscripts in the field. ¶ Pascal Marie Varieur, O. F. M., St. Francis Friary, New York City, author of an article in this issue, discussed archives at the annual convention of the Franciscan Conference of the Catholic Library Association in April at St. Louis. ¶ A special dispatch to the *New York Times* (May 14) from Roslyn, L. I., reported the problem of three youths searching for a partner who could provide storage space for a 25-ton "white elephant," the music library of the old Roxy Theater in New York. It was reported to consist of all the scores used by the theater in its 33 years of existence. ¶ Harold Dean Cater, executive director of Sleepy Hollow Res-

tations, a Rockefeller-endowed corporation that is restoring historic sites in the Hudson Valley, has found the shipping records of the Port of New York, 1699-1765, in the Public Record Office, London. ¶ Richard Rutter writes in the *New York Times* (June 25, 1961) about the Pioneer Business Records Center, which has five strategically situated centers in Manhattan and Brooklyn to serve some 500 clients. ¶ New York University has published, at \$10 each, the first two of four projected volumes of the extant correspondence of Walt Whitman, edited by Edwin Haviland Miller, University of Tennessee.

North Carolina

David Leroy Corbitt, a Fellow of the Society, retired on June 30 after 37 years of service on the staff of the Department of Archives and History. His professional career was summarized in an article in *Carolina Comments* (July 1961).

Oregon

The Historical Society has received a collection of rare photographs by Joseph Buchtel, made between 1853 and 1885. The society already had several dozen Buchtel photographs, showing "the great August fire of 1873, the flood of 1876, and the Portland baseball team of 1866." More records, added to the society's Seufert marine collections, give details about the "China crews" employed in company work and many aspects of life in Oregon during the last hundred years.

Pennsylvania

Ground was broken at Valley Forge on May 1 for a new American Freedom Center and the Sears Library of Free Enterprise, which will make available sources and other materials for those "seeking to interpret the American way of life."

Rhode Island

Brown University has issued a commemorative catalog of the exhibition at the John Hay Library in honor of the centennial of John Hay's graduation in 1858, under the title *The Life and Works of John Hay*. This catalog of the selection of Hay's letters, photographs, and manuscripts is available from the library at \$2.

Tennessee

Dan M. Robison, head of the State Library and Archives since 1949, retired on July 1. He was succeeded by his assistant, William T. Alderson, Jr. The same day marked the retirement of Robert T. Quarles, Jr., Director of the Archives Division. He was succeeded by Walter L. Jordan, senior archivist since 1956; and Paul H. Murphy succeeded Jordan as senior archivist. ¶ The University of Tennessee Library has received the materials on President Andrew Johnson collected by the late St. George Sioussat for a definitive biography. The gift includes manuscripts, notes, articles, and books.

Utah

According to an article by Henry A. Smith in the *Deseret News* (Apr. 28, 1961) the Church of Jesus Christ of Latter-day Saints plans two new buildings to be begun in the spring of 1962. The new Archives Building, on the northeast corner of Main and North Temple Streets, will be a 15-story and basement structure, with 413,000 square feet of floor space. The other new building is a genealogical research center, to house the Genealogical Society of the church, including the Temple archives and the expanding research library of the society. This circular building, on the northwest corner of Redwood Road and 21st South Street, will contain four large microfilm reading rooms to be equipped with more than 800 reading machines. The genealogical research center will be the only one of its kind in the world and will facilitate the research and recordkeeping of this church activity. The building will include a 1,000-seat auditorium and provide 258,540 square feet of floor space on two full floors and part of a third floor. A huge parking area will be provided on the 27-acre lot.

Vermont

The Civil War Centennial Committee, Montpelier, has completed four more microfilm publications of Civil War papers: letters of Marshall St. Germain of Fairfield, 1862-63; letters of Azra D. Noyes of Chittenden, 1861-62 and 1864; letters, 1861-65, with a hospital diary, Apr. 28-May 18, 1863, of D. D. Priest of Mt. Holly; and memoirs of N. P. Perkins of White River, not written until 1903. ¶ The State senate has approved a bill appropriating \$2,500 for the study of installing museum facilities at the Calvin Coolidge Homestead in Plymouth (see *American Archivist*, 23: 125).

Virginia

The manuscript division of the University of Virginia Library has received a general merchandise ledger, 1794-98, kept by James Lindsay of "The Meadows," Albemarle County; and late eighteenth- and nineteenth-century records of three Presbyterian churches in Virginia. ¶ Forrest C. Pogue, director of the George C. Marshall Research Center, returned on May 19 from "an interesting but somewhat exhausting" trip to Europe, where he has been gathering material for the official biography of General Marshall.

West Virginia

Charles Shetler, curator of the West Virginia collection at the University of West Virginia, announces the receipt of letters and records relating to the Ohio River steamboat traffic, 1877-1939; papers, 1856-1917, of Jewett Palmer, Ohio Republican, including records of the 18th and 36th Ohio Regiments in the Civil War; papers, 1896-1954, of William W. Trent, State superintendent of free schools; records of the West Virginia Labor Federation, AFL-CIO, 1940-46; papers, 1937-44, of Gov. Homer Adams Holt; papers, 1858-1943, of Anna Jarvis, originator of Mother's Day; archives, 1947-58, of the college of agriculture of the university; and additional papers, 1862-1900, of former U. S. Senator Waitman T. Willey. Microfilmed records received

include journals of the Parkersburg Town Council, 1826-74; papers, 1833-1900, of Isaac Tipton Reneau, a Kentucky physician, schoolteacher, bookseller, and traveling evangelist; records of churches in Martinsburg and Parkersburg and in Connellsville and Uniontown, Pa.; records of boards of education in Berkeley and Hardy Counties; and 17 scrapbooks, 1900-1954, of Matthew M. Neely, former Governor and U. S. Senator.

Wisconsin

Maynard J. Brichford, records management supervisor in the State's Department of Administration, informs us that the records and systems staff is responsible for systems analysis, space management, and administrative issuances. As the agency for the Wisconsin Committee on Public Records, the staff maintains inventory control records on some 3,000 of the State's estimated 10,000 records series, writes most records retention schedules, and is responsible for an essential records program. In the first 18 months the staff scheduled 534 series of records (4,790 feet), only 167 feet of which, from 39 series, are scheduled for transfer to the State Archives. The staff has issued an *Administrative Practice Manual* and a departmental *Policy and Procedures Manual* and has conducted an active training program. The staff controls the Department of Administration's forms, provides advisory forms management services to 20 other agencies, and reviews and approves space allocations, layouts, and utilization. The staff has assisted 23 agencies in space studies and devotes nearly half its time to space planning, allocation, and utilization in the office building program, which will provide a million square feet of usable space by 1964. The capacity of the records centers in the State Office Building and the Capitol was increased to 23,748 feet by additional shelving. ¶ Josephine L. Harper, manuscripts librarian at the State Historical Society, writes of the manuscripts collected by the society since 1850 in *History News* (Apr. 1961). ¶ Glenn E. Thompson, assistant director of the State Historical Society, announces the accession of the papers, 1892-1932, of Michael V. O'Shea, covering education and child psychology; and of David C. Everest, consisting of correspondence, 1919-55, relating to the Marathon [Paper] Corp., the Ontonagon Fibre Corp., and other businesses. Additions to the McCormick collection include 410 volumes of payroll and factory ledgers, 1898-1949, from the McCormick, Deering, and Keystone Works of the International Harvester Co.; and American Federation of Labor papers, including correspondence of Samuel Gompers and William Green, 1881-1952. ¶ Ewald M. Plass, a Luther scholar, archivist for the South Wisconsin district and district representative of Concordia Historical Institute since 1946, died on May 14, at Milwaukee.

Wyoming

Lola M. Homsher, Director of the State Archives and History Department and member of this Society, won the 1960 Spur award of the Western Writers of America in the nonfiction category for her book *South Pass, 1868*, published by the University of Nebraska Press.

FOREIGN NEWS

Brazil

The third Congress on Library Science and Documentation, held in Curitiba, January 8-15, resolved that library schools should include documentation in their training curriculum and that Brazil opposes the separate training of librarians and documentalists. Among the themes for the fourth congress, probably to be held at Fortaleza Ceará in July 1962, are "archivistics" and "training of the librarian documentalist."

Canada

The autographed letters by every Canadian Prime Minister since Confederation exhibited in Douglas Library, Queen's University, Kingston, to mark the reopening of the 24th Parliament in Ottawa, attracted so much attention that the library has published in *Douglas Library Notes* (Dec. 1960) the texts of 7 of the 13 letters.

Denmark

A special dispatch from Copenhagen to the *New York Times*, filed on May 5, reports that 700 students marched that day to the Danish Parliament to protest the proposed transfer of early Icelandic manuscripts that have been in the Copenhagen University for nearly 300 years. The 1,740 manuscripts involved were willed to the University by Arni Hagnusson (1663-1729), who became a professor at Copenhagen University, at that time also the University of Iceland. Iceland requested the return of the collection in 1924, 1930, 1938, and after World War II. The Danish government commission that studied the question from 1947 to 1951 arrived at seven different conclusions, but on April 28 the Minister of Education submitted a bill to legalize the transfer. The transfer is opposed on the grounds that Copenhagen is the natural center for the study of ancient Nordic history, and that the documents would not have survived had they not been taken to Denmark.

Germany

At the Benedictine Monastery of Beuron, on the Danube in Bavaria, a project is under way involving a new publication of the Bible by the Institut Vetus Latina (Institute of Ancient Latin). Sixteen scholars (eight monks and eight laymen) have been working for some years, using not only the Old Latin Bible, Greek texts of the New Testament, and the Standard Vulgate of St. Jerome, but also Sabatier's vulgate Bible of 1739-47 and other translations of parts of the Bible made by monks and priests throughout Europe in the Dark and Middle Ages. Often these are Latin versions of original Greek writings. A main source used in the project is 400 boxes containing a million excerpts from such old parchments, copied by Pfarrer Josef Denk in the Bavarian State Library and bequeathed to the monastery. The scholars, directed by HH. Pater Bonifatius Fischer, are collecting, sorting, and comparing all the texts. Thus far the institute has published 26 installments, covering less than 2 of the 35 volumes of the Old Latin Bible. For each book of the Bible the

publication contains Greek translations from the Hebrew (or the Greek originals of the New Testament), early Latin translations, the St. Jerome Vulgate, and many notes to other versions—over three times as much material as in the Old Latin Bible. It is estimated that the project can be completed in less than a hundred years. For this information we are indebted to the Verlag Herder Freiburg; an article about the project, under the title "Bible Detectives," appeared in the May 19 issue of *Time*.

United Kingdom

The British Film Institute has issued the fifth edition of *Rules for Use in the Cataloguing Department of the National Film Archive* (1960). It includes numbered cataloging rules, instructions for preparing cards for both the main title catalog and the newsfilm catalog, guidance for preparing cards for the various classed and alphabetical indexes, examples showing style and format of the catalog entries, definitions, abbreviations, and an index. News films are entered chronologically; all other films are entered under the original title and in the language of the original version. Copies may be ordered from the British Film Institute, 81 Dean St., London W. 1, for 5 shillings each. (It may be of interest to note that Unesco published a preliminary edition of *International Rules for the Cataloguing of Educational, Scientific and Cultural Films and Filmstrips* in 1956 and that the Library of Congress issued in 1953 the second preliminary edition of *Rules for Descriptive Cataloging in the Library of Congress: Motion Pictures and Filmstrips*. These codes provide similar cataloging treatment but each meets specific problems. The Library of Congress rules, for example, call for entry under the title under which a film is released and permit inclusion of film cards in a general dictionary catalog.)

The Oxford University Press has published *A Guide to Manuscripts Relating to America in Great Britain and Ireland*, edited by Bernard Crick and Miriam Alman (see *American Archivist*, 21:358). It covers all known public and private repositories in Great Britain and Ireland, including provincial and county archives. ¶ Bertram Schofield, Keeper of the Department of Manuscripts in the British Museum since 1956, retired on April 7. He has been succeeded by Theodore Cressy Skeat, a Deputy Keeper since 1948 and a papyrologist of world renown. Dr. Godfrey Rupert Carless Davis is the new Deputy Keeper in the Department.

Venezuela

The John Boulton Foundation of Caracas is undertaking publication of all sources on the life and works of Simon Bolívar. The work of the foundation was discussed by J. Leon Helguera of North Carolina State College at the annual meeting of the Southern Historical Association at Tulsa, Okla., November 10-12, 1960.

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